



MONROE PUBLIC SCHOOLS

BOARD MEETING #15

August 25, 2015

7:00 p.m.

BOARD OF EDUCATION

MR. ROBERT YEO, PRESIDENT

MR. LAWRENCE VANWASSHENOVA, VICE-PRESIDENT

MR. RYAN PHILBECK, SECRETARY

DR. TEDD MARCH, PARLIAMENTARIAN

MR. MATTHEW BUNKELMAN, TRUSTEE

MRS. FLOREINE MENDEL, TRUSTEE

MRS. CYNTHIA TAYLOR, TRUSTEE

SUPERINTENDENT OF SCHOOLS

DR. BARRY N. MARTIN

“Monroe Public Schools is committed to being the premier education organization in the region. We are devoted to promoting high expectations for all in a state-of-the-art 21st century curriculum. We recognize that the students and communities we serve are our customers, and we promise to make all decisions in their best interest.”

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Prepared by the Office of the Superintendent, Gayle Lambert, Secretary

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #15
Tuesday, August 25, 2015
7:00 p.m.

AGENDA

Page

A. Roll Call and Call to Order	Mr. Yeo	1
1. Pledge of Allegiance to the Flag	Mr. Yeo	
B. Public Commentary – Agenda Items Only	Mr. Yeo	
C. Discussion and Action Items		
1. Approval of Minutes	Mr. Yeo	2
Move to approve the minutes of the following meetings as submitted:		
• August 11, 2015, Board Meeting #14		
2. Reports and Updates	Mr. Yeo	7
• August 3, 2015, Board Personnel Committee Meeting Minutes		
• August 12, 2015, Board Physical Resource Committee Meeting Minutes		
• Informational Report – Contracted Services Recommendations, Contracted Coaches, and Club Paid Coaches		
3. Staff Resignations	Mrs. Everly	13
Move to approve the resignations from Monroe Public Schools of Alex Schukow effective August 7, 2015, and Susan Raczkowski effective August 31, 2015.		
4. Consent Agenda – Administrator Appointment	Mrs. Everly	16
Move that Agenda Items C.5 – C.6 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.		
5. Administrator Appointment	Mrs. Everly	17
Move to approve the appointment of Meghan Gibson as an administrator with Monroe Public Schools effective August 17, 2015, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.		
6. Administrator Appointment	Mrs. Everly	20

Move to approve the appointment of _____ as an administrator with Monroe Public Schools effective August 26, 2015, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

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|--|--------------------|-----------|
| <p>7. Consent Agenda – Teacher Appointments
Move that Agenda Items C.8 – C.15 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.</p> | <p>Mrs. Everly</p> | <p>21</p> |
| <p>8. Teacher Appointment
Move to approve the appointment of Tara Adrian as a teacher with Monroe Public Schools effective September 1, 2015, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.</p> | <p>Mrs. Everly</p> | <p>22</p> |
| <p>9. Teacher Appointment
Move to approve the appointment of Linda Chmiel as a teacher with Monroe Public Schools effective September 1, 2015, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.</p> | <p>Mrs. Everly</p> | <p>25</p> |
| <p>10. Teacher Appointment
Move to approve the appointment of Samantha Barr as a teacher with Monroe Public Schools effective September 1, 2015, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.</p> | <p>Mrs. Everly</p> | <p>28</p> |
| <p>11. Teacher Appointment
Move to approve the appointment of Shawn Harmon as a Teacher with Monroe Public Schools effective September 1, 2015, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.</p> | <p>Mrs. Everly</p> | <p>32</p> |
| <p>12. Teacher Appointment
Move to approve the appointment of Miranda DeBruyne as a teacher with Monroe Public Schools effective September 1, 2015, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.</p> | <p>Mrs. Everly</p> | <p>35</p> |

13. Teacher Appointment	Mrs. Everly	39
<p>Move to approve the appointment of _____ as a teacher with Monroe Public Schools effective September 1, 2015, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.</p>		
14. Teacher Appointment	Mrs. Everly	40
<p>Move to approve the appointment of _____ as a teacher with Monroe Public Schools effective September 1, 2015, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.</p>		
15. Teacher Appointment	Mrs. Everly	41
<p>Move to approve the appointment of Natalie LaBeau as a teacher with Monroe Public Schools effective September 1, 2015, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.</p>		
16. STEM Lab Purchase – MHS	Mrs. Everly	44
<p>Move to approve the purchase of workbenches from Questech, and workbench stools from Detroit Technical Equipment at a total cost not to exceed \$24,760.00. Money for this purchase will come from the Perkins Grant, CTE added cost funds, and general funds.</p>		
17. MHS Choir – New York, NY	Mrs. Everly	59
<p>Move to approve the Monroe High School vocal music group trip to New York, New York, from Wednesday, April 27, 2016 through Sunday, May 1, 2016, in accordance with board policies for field trips and excursions.</p>		
18. Superintendent’s Comments	Dr. Martin	
19. Old Business	Mr. Yeo	
20. New Business	Mr. Yeo	
21. Public Commentary – Any Topic	Mr. Yeo	
22. Adjournment	Mr. Yeo	73
<p>Move that the August 25, 2015, Board Meeting #15 of the Monroe Public Schools Board of Education be adjourned.</p>		

ROLL CALL

	<u>Present</u>	<u>Absent</u>
Mr. Bunkelman	_____	_____
Dr. March	_____	_____
Mrs. Mentel	_____	_____
Mr. Philbeck	_____	_____
Mrs. Taylor	_____	_____
Mr. VanWasshenova	_____	_____
Mr. Yeo	_____	_____

APPROVAL OF MINUTES

ENCLOSURES

- August 11, 2015, Board Meeting #14 Minutes

RECOMMENDATION

Move to approve the following minutes as submitted:

- August 11, 2015, Board Meeting #14

MOTION: _____ **SUPPORT:** _____ **ACTION:** _____

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Bunkelman	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mrs. Mentel	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Ms. Taylor	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

MONROE PUBLIC SCHOOLS BOARD OF EDUCATION

Board Meeting #14

August 11, 2015

7:00 p.m.

MINUTES

Roll Call and Call to Order

Board Members Present: President Robert Yeo, Vice President Lawrence VanWasshenova, ,
Parliamentarian Dr. Tedd March, Trustee Matthew Bunkelman, Trustee
Floreine Mentel, and Trustee Cynthia Taylor

Board Members Absent: Secretary Ryan Philbeck

Administrators Present: Barry Martin, Julie Everly, Katherine Eighmey, Jerry Oley, David Payne

Administrators Absent: None

President Yeo called the meeting to order at 7:03 p.m.

Public Commentary-Agenda Items Only

Normally at this time, public commentary is for agenda items only. The board agreed to make an exception and allow the public to comment on non-agenda items.

Selma Rankins is happy with the new principal at Monroe High School. He thinks Monroe Public Schools needs to improve education for black kids.

Dan Fuerstenberg, representing Zion Lutheran Church and School, expressed interest in purchasing the property next to the administration building.

Dawn Godo, representing Monroe Multi Sports Complex, deferred her comments to Louis Lombardo.

Louis Lombardo, general manager of the Monroe Multi Sports Complex, commented on recent discussions with the Monroe United Hockey team deciding to move to a rink outside of Monroe.

Approval of Minutes

Motion by Mr. VanWasshenova; support by Mrs. Taylor to approve the minutes of the following meetings as submitted:

- July 14, 2015, Closed Meeting
- July 28, 2015, Closed Meeting (2 sets)
- July 28, 2015, Board Work Session
- July 28, 2015, Board Meeting #13

Vote: Motion carried by a 6-0 roll call vote.

Staff Resignations

Motion by Mr. Bunkelman; support by Dr. March to approve the resignations from Monroe Public Schools of Colleen Whalen effective August 30, 2015, and Cheryl Ryan effective August 31, 2015.

Vote: Motion carried by a 6-0 roll call vote.

Staff Appointment

Motion by Mrs. Taylor; support by Mrs. Mentel to approve the appointment of Melissa Zienert as an executive secretary with Monroe Public Schools effective July 28, 2015, and place on the appropriate salary level for this position upon completion of all pre-employment requirements.

Discussion: Mrs. Zienert's knowledge of the district will be very beneficial in this position.

Vote: Motion carried by a 6-0 roll call vote.

Raisinville Elementary – IB School Application Request

Motion by Mr. Bunkelman; support by Mrs. Taylor to approve the request for the application and implementation of Raisinville Elementary becoming an IB school at a cost of \$21,395.00. This expenditure will be paid for by utilizing the 2015-2016 curriculum and Title 2 professional development budgets.

Discussion: Mr. Yeo thanked Mrs. Cyr and the Raisinville staff for their efforts in bringing the IB program to the district.

Vote: Motion carried by a 6-0 roll call vote.

MMS – Washington D.C. and New York City

Motion by Mrs. Mentel; support by Mr. VanWasshenova to approve the attendance of a group of Monroe Middle School 8th grade students to Washington D.C. and New York City, in accordance with board policies for field trips and excursions.

Vote: Motion carried by a 6-0 roll call vote.

Naming of the Varsity Softball Field

Motion by Mr. Bunkelman; support by Mr. Yeo to approve the recommendation to name the MHS varsity softball field Vince Rossi Field.

Vote: Motion carried by a 6-0 roll call vote.

Boiler Pipes - OCHS

Motion by Mr. VanWasshenova; support by Mrs. Mentel to accept the bid of \$31,340.00 from Sieb Plumbing & Heating of Monroe, Michigan, to repair the plumbing damage caused by the deterioration of the underground boiler water pipes at Orchard Center High School. Money for this purchase will come from the Site Sinking Funds.

Vote: Motion carried by a 6-0 roll call vote.

Roof Seam Repair – Custer II

Motion by Mrs. Mentel; support by Mr. VanWasshenova to accept the bid of \$4,932.00 from Royal-West Roofing of Brighton, Michigan, to repair seams on the roof of Custer II Elementary School. Money for this purchase will come from the Site Sinking Fund.

Vote: Motion carried by a 6-0 roll call vote.

Playground Mulch

Motion by Dr. March; support by Mrs. Taylor to accept the bid of \$11,725.00 from Jack's Lawn Service of Monroe, Michigan, to provide additional playground mulch throughout the district. Money for this purchase will come from the Operations Budget.

Vote: Motion carried by a 6-0 roll call vote.

Apple iPad Purchase

Motion by Mr. VanWasshenova; support by Mrs. Taylor to approve the purchase of 50 Apple iPads to replace aging devices used by our staff at a cost not to exceed \$23,950.00. Money for this purchase will

come from the general fund.

Vote: Motion carried by a 6-0 roll call vote.

CTE Textbooks

Motion by Mr. Bunkelman; support by Mrs. Mentel to approve the purchase of textbooks from McGraw Hill for the Machine Tool class, and from Cengage Learning for the Internet/Computer Applications class at a total cost not to exceed \$11,151.29. Money for these purchases will come from added cost funds and the general fund.

Vote: Motion carried by a 6-0 roll call vote.

Teacher Appointment

Motion by Mr. VanWasshenova; support by Mrs. Taylor to approve the appointment of Sarah Kay as a teacher with Monroe Public Schools effective September 1, 2015, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

Vote: Motion carried by a 6-0 roll call vote.

Superintendent Comments

Eight seniors who attended the Summer Learning Academy earned their high school diplomas. Out of 92 SLA high school students, 42 students earned 35.5 credits collectively. The program also helped the students to shore up basic skills to help them be more successful when they return to school this fall. Credit recovery is an important aspect of the SLA for the older kids and we are proud of those who took advantage of that opportunity.

The Arborwood Summer Reading program averaged 60 students every Wednesday that the program was offered this summer. That is a significant jump in numbers from the first year of the program. Attendance remained consistent with generally the same students attending, which was a major improvement.

Monroe High School's open registration is scheduled for Wednesday and Thursday, August 12 and 13, 10:00 a.m. – 2:00 p.m. Registration at MHS for grades 10-12 will be held August 18 and 19; and for freshmen, the New Trojan Retreat is set for Thursday, August 20. Monroe Middle School's open house will be held Tuesday, September 1, 5:30 p.m. – 7:00 p.m. All elementary open houses will be held Wednesday, September 2, 5:30 p.m. – 7:00 p.m. The first day of school for students is Tuesday, September 8.

The AIM program is back for year number two and will be led by MHS teacher Dave Henry. Mr. Henry was instrumental in the success of the program in its first year. In the 2014-2015 school year, more than 100 MHS students achieved their scholastic goals through the program. Together they earned more than \$20,000 in scholarships.

This weekend, a number of our families will be receiving free backpacks full of school supplies through the Salvation Army's Supplying Our Future Back Pack Coalition program. The Coalition expects to hand out more than 1,200 backpacks this year in three separate locations. More than 60 percent of the recipients in the county will be Monroe Public Schools students.

Another program this Saturday will be a great benefit to our families when the Monroe County Health Department holds a "Kick off to Great Health" fair. They are offering back-to-school immunizations,

dental services, sports physicals, car-seat checks, Medicaid applications, hearing and vision screenings, and nutrition education.

Next week our Community Education program opens for the fall season. Monroe Junior Cheer will be offered with practices starting the week of August 24. Flag football instruction for second- and third-grade students will start September 13.

A significant amount of capital improvements are continuing throughout the district, including the two largest projects – the new parking lot at Monroe High School and window replacements at Monroe Middle School.

Old Business

There was none at this time.

Motion by Mr. VanWasshenova; support by Mr. Bunkelman to recess for 10 minutes before continuing with New Business.

Vote: Motion carried by a 6-0 hand vote at 8:01 p.m. The meeting resumed at 8:21 p.m.

New Business

It was brought to the Board’s attention that the Monroe United Hockey team may leave the Monroe Multi Sports Complex, and have their practices and games at a facility outside of Monroe. Their top reasons for leaving are the longevity of the complex and the price to rent the facility. The hockey team is self-funded, but it is still a Monroe Public Schools sport and sanctioned by MHSAA. The level of supervision with the team being out of Monroe is concerning. They represent Monroe Public Schools and we are responsible.

Motion by Dr. March; support by Mr. VanWasshenova to send a letter to the Monroe United Hockey team strongly discouraging them from leaving the Monroe Multi Sports Complex, and extend an invitation to all parties involved to meet and discuss the situation.

Vote: Motion carried by a 6-0 roll call vote.

Public Commentary-Any Topic

There was none at this time.

Adjournment

Motion by Mr. Bunkelman; support by Mrs. Mentel that the August 11, 2015, Board Meeting #14 of the Monroe Public Schools Board of Education be adjourned.

Vote: Motion carried by a 6-0 hand vote at 9:15 p.m.

Ryan Philbeck, Secretary

REPORTS AND UPDATES

BOARD COMMITTEES/OTHER REPORTS

- August 3, 2015, Board Personnel Committee Meeting Minutes
- August 12, 2015, Board Physical Resource Committee Meeting Minutes
- Informational Report – Contracted Services Recommendations, Contracted Coaches, and Club Paid Coaches

Monroe Public Schools Board Personnel Committee Meeting Minutes

Date of Meeting: August 3, 2015

Present: Ryan Philbeck, Cindy Taylor and Robert Yeo
Julie Everly, Kathy Eighmey and Holly Scherer

Next Meeting: September 14, 2015

1. **Call to Order:** The meeting was called to order at 5:05 PM
2. **Public Commentary:** None
3. **Staffing Updates:** The updated staffing chart was shared, most changes the committee should already be familiar with; this report does include two new resignations received today from teachers who have accepted other employment opportunities outside our district.

Mrs. Everly shared that we are pleased to have six internal candidates for the elementary principal vacancy. The principal interviews for Waterloo are tentatively being planned for August 13th and Mrs. Taylor agreed to represent the Board on this panel. Mrs. Everly reported that Mrs. Kreps is on board and moving forward with plans for the high school. Mrs. Kreps will be leading the interviews for the Student Service Coordinator/Counselor position open at MHS. Although the guidelines for this level position do not require board member participation, Mrs. Taylor also expressed interest in sitting on this panel to observe.

Mrs. Everly is having discussions with Mrs. Kreps on her goals, as well as goals for her team. For MHS particularly, Mrs. Kreps has some thoughts on plans to rearrange some of the duties, being aware that the central office team and board are looking to continue focusing on expectations and accountability pieces. Some ideas being discussed for MHS include a move toward smaller academy structures and smaller learning communities that are unique and this will require support from the board as those restructuring details evolve. Another focus will be on customer service, creating customized plans and schedules, making front offices more welcoming, keeping in mind that parents have a choice and we want that choice to be MPS.

Mrs. Everly shared that open teaching positions include Special Education, Spanish and Secondary English. She also reported that with the administrator openings we would anticipate additional elementary level movement. In an attempt to be proactive, the elementary principals met last week to interview potential elementary candidates. These have been ranked, so when vacancies at that level occur we are ready to make offers to employ.

4. **HR Goals:** Mrs. Everly asked for input on the type of goals the Board would like to see for the HR Director role. She shared that one of the goals central administration has is to move forward with some paperless systems to allow more efficiencies. Mr. Yeo would like to get a better read on how employees feel – including current employees, potential employees and exiting employees – the board would like to have better data on what people are looking for, whether that be money, location, experiences, or lifestyle – what drives their decisions to come to us, stay with us or leave us.

5. **Professional Development:** Mrs. Everly shared that the team will be coming to the board with a professional development plan as is the practice each year. This year the focus will be more on retention and coaching plans for our new teachers and administrators. Mrs. Taylor asked what activities are planning before the start of the school year. Mrs. Everly reported that a group of employees will be going to Ypsilanti for the Black American Male Conference and secondary Math teachers will be participating in Core Plus Math training. Also planned is a K-12 Math Institute and K-12 Technology Institute. The official opening day, with all staff returning, will be September 1st at MHS from 8:30-11:30 AM – Dr. Martin will kick off this event; and board members are welcome.

Old Business: The committee continues to express interest in ways to attract and retain employees; with the idea of creating succession plans and grooming employees as part of that process. Mrs. Everly agreed and noted that with six internal principal candidates, we do see evidence of that happening.

The committee would like to have a presentation from Dennis O'Connor on the marketing program plans and focus group findings. The group expressed concern that he has never met with the Board as a whole and they are surprised that there hasn't been more feedback to the Board. Mrs. Everly shared that his findings from the focus groups show the need for smaller segments at our high school, focusing and smaller learning communities; and that he also honed in on the appearance for the front offices. Mrs. Everly will speak with Dr. Martin to arrange a presentation for the Board as a whole.

Mr. Yeo reiterated Mrs. Taylor's previous comments that the Board members should be participating in professional development opportunities. The group agreed that it is important to attend state and national conferences noting the importance of getting perspective on what other districts are doing and the networking opportunities these allow.

6. **New Business:** The committee discussed the needs for the district to be proactive and to move forward at a faster rate with all the good things we have growing. They agreed it is okay to have an entrepreneurial spirit, noting we can't be afraid to build and refine; rather than have it perfected and then announce it. The board is aware we have the best people in the jobs moving the plans forward. The committee noted that it is not okay to be losing students, so it's time to start changing the comfort zone; need to get more aggressive, we are in a new era. The days of taking time to perfect something before rolling it out are past. Mrs. Everly pointed out that it is helpful for the administrative team to hear that the board is supporting some risk taking and that they are okay to fine tune plans as they evolve. That is helpful to shape future decisions.
7. **Future Agenda Items:** None
8. **Next Meeting:** September 14, 2015 at 5:00 PM
9. **Adjournment:** The meeting was adjourned at 6:50 PM.

Physical Resource Committee

Wednesday, August 12, 2015 @ 4:45 PM

Minutes

Present: Tedd March, Ryan Philbeck, Bob Yeo, Kathy Eighmey, Barry Martin, Jerry Oley

Jerry Oley provided an update on the 2015 Sinking Fund Construction Projects.

- MHS Staff Parking Lot and Exterior Lighting
 - This project is 80% complete and coming along nicely.
- MHS Tuck Pointing B and C wings
 - This project had a 1200.00 change order. There were leaks in the gym area that were identified as a tuck point problem.
- MMS Three Story Science Wing Windows and HVAC Replacement
 - This project is 80% complete and has gone extremely well.
- MMS Partial Roof Replacements – 3 Areas
 - This project is 15% complete.
- Waterloo School Complete Roof Replacement
 - This project is over 50% complete.
 - The roof is EPDM with an R21 value.
- Arborwood South Partial Roof Replacement
 - This project was started the first week of August and is approximately 35% complete.
 - A 5900.00 change order is expected for this project.
- Administration Building Window Replacement
 - This project is targeted to start the 1st or 2nd week of September.
 - The windows that will be installed are the same as those that were installed at MMS.

Discussion regarding the Site Sinking Fund

- Kathy submitted a Sinking Fund statement. There is \$2.5 million in the fund balance.

Discussion on Arborwood South outdoor pool

- Jerry stated that they are in the process of determining how the utilities (i.e. gas and electric) are run to the pool.
- Barry contacted the YMCA, the City of Monroe and the Monroe Housing Commission informing them of the cost of repairs to the pool. He has not received any offers of assistance.

Meeting adjourned at 5:45 PM

For the 2015-16 School Year we will be working with EduStaff to provide Contracted Student Support Services. The following changes have occurred within the Student Support Team:

Informational Report **Contracted Services Recommendations**

For the 2015/16 school year:

- Stefanie McLeod is being assigned to OCHS as the Dean of Students
- Kim Vandavelde is being assigned as the District Climate Liaison
- Hollis Labeau is being assigned as the Arborwood School Climate Liaison
- Kathryn King is being assigned as the Custer School Climate Liaison
- Jamie Lynn is being assigned as the MHS School Climate Liaison
- Teresa Gower is being assigned as the MHS Technology Liaison

Currently posted we have:

- MMS Dean of Students
- MMS Post Secondary Planners (2 positions)
- MHS Student Service Provider (Melissa Schmidt resigned her position in August)

Informational Report **Contracted Coaches**

No new report

Informational Report **Club Paid Coaches**

No new report

STAFF RESIGNATIONS

BACKGROUND

We have received a letter of resignation from **Alex Schukow** for the purpose of other employment. His resignation is effective August 7, 2015. Mr. Schukow has been employed with our district for four years, the past year as an assistant principal at MHS.

We have received a letter of resignation from **Susan Raczkowski** for the purpose of retirement. Her resignation is effective August 31, 2015. Ms. Raczkowski has been employed with our district for the past 28 years. She was most recently employed as an Elementary Teacher at Raisinville.

ENCLOSURES

Letter(s) of Resignation

RECOMMENDATION

Move to approve the resignations from Monroe Public Schools of Alex Schukow effective August 7, 2015, and Susan Raczkowski effective August 31, 2015.

MOTION: _____ **SUPPORT:** _____ **ACTION:** _____

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Bunkelman	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mrs. Mentel	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Mrs. Taylor	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

Holly Scherer

From: Alex Schukow
Sent: Sunday, August 09, 2015 6:00 PM
To: Holly Scherer
Cc: Julie Everly; Sandra Kreps; Jeffrey McVeigh; Barry Martin
Subject: Resignation

Hi Holly,

I wanted to let you know that I am resigning as Assistant Principal of Monroe High School effective as of Friday, August 7th, 2015. This week, I intend to work with Sandy and Jeff to make sure all of my responsibilities have been transitioned. Per our recent discussion on the phone, I expect my health insurance to run through the end of this month. If this is not the case, please let me know.

Thank you for a wonderful couple of years. I am so grateful to Monroe Public Schools for the opportunity to serve as a high school teacher and assistant principal. My time at Monroe was wonderful and won't be forgotten. I hope to stay in touch and cheer on the work of district as we move forward. Monroe has so many exceptional educators and is doing so many great things.

This resignation is bittersweet. While I am excited to begin with Saline, I am sad to leave a district that I care so much about and that has helped me grow. If you further questions, please let me know.

Best regards,
Alex Schukow

Alex Schukow

Assistant Principal

Monroe High School

901 Herr Rd.

Monroe, MI 48161

(O): 734-265-3460

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schukow@monroe.k12.mi.us

"If we teach today's students as we taught yesterday's, we rob them of tomorrow." ~John Dewey

August 10, 2015

Dr. Barry Martin

Monroe Public Schools

1275 North Macomb Street

Monroe, MI 48161

Dear Dr. Barry Martin,

Please accept this letter as notification that I am retiring from my elementary teaching position effective August 31, 2015.

As per my conversation with Julie Everly on August 8, 2015, it is my understanding that my terminal pay will be honored as per the language under Article 12, Section E of our contract.

I am thankful for the opportunity that MPS gave me to fulfill my dream to be a teacher. Working with kids and watching their light bulbs go on compares to nothing.

I treasure all the friendships I made through the years. Many I know will be life-long. Thanks to all my colleagues for being there through thick and thin. I take with me so many memories that I will treasure forever.

Sincerely,



Susan M. Raczkowski

CONSENT AGENDA – ADMINISTRATOR APPOINTMENTS

ENCLOSURES

- C.5 Meghan Gibson
- C.6 TBA

RECOMMENDATION

Move that Agenda Items C.5 – C.6 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.

MOTION: _____ **SUPPORT:** _____ **ACTION:** _____

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Bunkelman	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mrs. Mentel	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Mrs. Taylor	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

ADMINISTRATOR APPOINTMENT

BACKGROUND

On behalf of the administration and the interview panel I am recommending the appointment of Meghan Gibson as an administrator with Monroe Public Schools. This administrator will be assigned as a principal at Waterloo for the 2015/16 school year.

Mrs. Gibson holds a Bachelor of Science degree from Eastern Michigan University and a Master of Science in Educational Leadership from Walden University. Mrs. Gibson has been employed with Monroe Public School since 2004. She was most recently employed as an elementary teacher and a school improvement coach at Arborwood Elementary.

Members of the interview panel were: Barry Martin, superintendent; Julie Everly, deputy superintendents; Ronda Meier and Chris Taft, teachers; Terry Joseph and Steve Pollzzie, administrators; and Cindy Taylor, Board member.

ENCLOSURE(S)

Resume

RECOMMENDATION

Move to approve the appointment of Meghan Gibson as an administrator with Monroe Public Schools effective August 17, 2015, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

MOTION: _____ **SUPPORT:** _____ **ACTION:** _____

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Bunkelman	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mrs. Mentel	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Mrs. Taylor	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

Meghan Gibson

July, 2015

Monroe Public Schools
1275 N. Macomb St.
Monroe, Mi

To Whom It May Concern,

It is with great interest that I am applying for an elementary principal position within Monroe Public Schools. I earned a Master of Science degree in Educational Leadership from Walden University, currently hold a School Improvement Coach position within MPS and will be entering my twelfth year within Monroe Public Schools. I am excited to expand my knowledge and collect additional experience in a leadership setting.

During my tenure at MPS, I have been an advocate for the curriculum and its strong ties to best practice. I have collaborated with teachers, coaches and administrators to study student data and best practice strategies, plan and implement professional development and reflect on and refine plans for the future. I have led teachers in targeting sub-groups of students for intervention and I have also lead school teams in the collection and analysis of data to monitor progress toward school improvement goals. In 2014, I was granted the opportunity to fill the role of Assistant Principal at Arborwood Elementary Campus. This experience gave me the opportunity to expand my leadership capacity as I built and maintained respectful and honest relationships with teachers, students, families and MPS colleagues. While I feel I have capitalized on the leadership opportunities afforded to me thus far, I feel like I am ready to support the learning of MPS students in a different capacity. I feel I am qualified and ready for this opportunity.

Your time and consideration are greatly appreciated. I look forward to hearing from you in the near future.

Sincerely,

Meghan Gibson

Meghan Gibson

Meghan Gibson

Objective:

To obtain a leadership position within Monroe Public Schools.

Education

Walden University

April 2009 ▪ Master of Science in Educational Leadership

Eastern Michigan University

December 2003 ▪ Bachelor of Science in Education

Professional Experience

Elementary Math Coach/Math Consultant/School Improvement Coach ▪ 2008 - present

Monroe Public Schools ▪ Monroe, Mi

- Responsible for implementing a variety of supports for both teachers and students via the Plan/Teach/Debrief structure in order to positively impact the success of learning
- Attendee at professional development opportunities (including but not limited to):
 - Detroit Area Council of Teachers of Mathematics Annual Conference -2009
 - National Council of Supervisors of Mathematics Annual Conference - 2010, 2011, 2012, 2013, 2014
 - National Council of Teachers of Mathematics Annual Conference - 2011, 2013
 - Metamorphosis TLC - Keys to Mathematical Success Summer Institute - August 2015
- Built respectful relationships with students needing additional social and emotional support.
- Collaborated with coaches and principal to determine future Title I budget according to School Improvement goals.
 - Consistently communicated with Arborwood staff, teachers and families.
- Co-Presenter at professional development opportunities (including but not limited to):
 - MPS Summer Learning Academy Professional Development - 2013, 2014, 2015
 - Detroit Area of Teachers of Mathematics - November 2009
- Member of District Elementary Math and Social Studies Committees
- Member of the Manor Elementary Title 1 School Improvement Planning Committee during the school's transition from targeted assisted to Title 1.
- Assisted in the planning and implementation of Professional Learning Committee and School Improvement Meetings for Manor, Waterloo, & Arborwood Elementary Schools and Monroe Middle School.
- Member of team who designed and implemented MPS online Progress Monitoring Tool.

Interim Assistant Principal - Arborwood Elementary Campus ▪ February 2014 - June 2014

Monroe Public Schools ▪ Monroe, Mi

- Built respectful relationships with students needing additional social and emotional support.
- Collaborated with coaches and principal to determine future Title I budget according to School Improvement goals.
- Consistently communicated with Arborwood staff, teachers and families.

Elementary Classroom Teacher - South Monroe Townsite Elementary ▪ 2004 - 2008

Monroe Public Schools ▪ Monroe, Mi

Professional Affiliations

- National Council of Supervisors of Mathematics
- National Council of Teachers of Mathematics

ADMINISTRATOR APPOINTMENT

BACKGROUND

On behalf of the administration and the interview panel I am recommending the appointment of _____ as an administrator with Monroe Public Schools. This administrator will be assigned as a District Curriculum Specialist for the 2015/16 school year.

Members of the interview panel were: Barry Martin, superintendent; Julie Everly, assistant superintendent; Cindy Taylor, board member; XX and XX, administrators; XX and XX, persons supervised.

ENCLOSURE(S)

Resume

RECOMMENDATION

Move to approve the appointment of _____ as an administrator with Monroe Public Schools effective August 26, 2015, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

MOTION: _____ **SUPPORT:** _____ **ACTION:** _____

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Bunkelman	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mrs. Mentel	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Mrs. Taylor	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

CONSENT AGENDA – TEACHER APPOINTMENTS

ENCLOSURES

- C.8 Tara Adrian
- C.9 Linda Chmiel
- C.10 Samantha Barr
- C.11 Shawn Harmon
- C.12 Miranda DeBruyne
- C.13 TBA
- C.14 TBA
- C.15 Natalie LaBeau

RECOMMENDATION

Move that Agenda Items C.8 – C.15 be considered as a Consent Agenda, and that the consent agenda items be approved as recommended.

MOTION: _____ **SUPPORT:** _____ **ACTION:** _____

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Bunkelman	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mrs. Mentel	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Mrs. Taylor	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

TEACHER APPOINTMENT

BACKGROUND

On behalf of the administration and the interview panel I am recommending the appointment of Tara Adrian as a teacher with Monroe Public Schools. This teacher will be assigned as an elementary teacher for the 2015/16 school year.

Ms. Adrian holds a bachelor’s degree from University of Toledo. She was most recently employed by EduStaff and assigned to an intervention role at Arborwood Elementary since 2014. Ms. Adrian has also taught in our summer learning academy for the past two summers.

Members of the interview panel were: Steve Pollzzie, Lisa McLaughlin, Terry Joseph and Mary Ann Cyr, principals; Shelly Gorowski and Elizabeth Dec, teachers; and Shelly Gorowski, parent.

ENCLOSURE(S)

Resume

RECOMMENDATION

Move to approve the appointment of Tara Adrian as a teacher with Monroe Public Schools effective September 1, 2015, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

MOTION: _____ **SUPPORT:** _____ **ACTION:** _____

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Bunkelman	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mrs. Mentel	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Mrs. Taylor	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

Tara L. Adrian



Philosophy

Every child is a unique individual that deserves a safe, stimulating, secure, and developmentally appropriate environment that provides opportunities to help him grow into a lifelong learner. I will guide students as they discover who they are and how they learn, while embracing all the aspects of diversity and accepting each child as special and unique person.

Education

Bachelor of Education- Early Childhood

Concentration: Language Arts

Minor: Literature

University of Toledo, Toledo Ohio (Graduated May 2014)

- Ohio Licensure in Early Childhood Education
- Overall GPA: 3.946
- Praxis I and II completed and passed
- Dean's List- Fall 2011, Spring 2012, Fall 2013
- President's List: Fall 2012, Spring 2013, Spring 2014
- Graduated with Honors: Magna Cum Laude

Associate of Arts

Monroe County Community College, Monroe, Michigan (Graduated May 2011)

- Dean's List
- Writing Tutor

Qualifying Professional Experiences

SAT Liaison (Interventionist)

Arborwood Elementary, Monroe, Michigan

April 2014- present

- Support daily instruction in mathematics and literacy in grades K-6
- Implement daily LLI (Leveled Literacy Intervention) for small groups of students
- Constant interaction with students who are at all developmental and academic levels
- Complete running records of LLI students to progress monitor each reading level
- Interact with students using the inquiry process
- Attended meetings and collaborated with parents of students
- Was a part of every professional development meeting throughout the school year

Teacher- PreK / K split class

Summer Learning Academy, Monroe Public Schools

Summers of 2014 and 2015

- Provided tier 1 instruction in subjects of math, reading, and writing
- Planned intervention in mathematics for low scoring students
- Implemented four stage Inquiry process into daily lesson planning
- Stimulated students' learning through a variety of technological tools
- Participated in Plan, Teach, Debrief process with principal of Raisinville school, Mary Ann Cyr

Student Teaching

Mason Central Elementary, Erie, Michigan

Grade: Kindergarten, August 2013 to December 2013

- Formulated daily lesson plans for 25 students
- Assessed students through daily math and literacy curriculum
- Created daily centers which promoted literacy, math, computer, and fine-motor skills
- Created unit plans focusing on letter recognition and phonemic awareness skills
- Implemented behavior management plans for several students
- Participated in IEP meetings

Social Studies Methods- Third Field Experience

Whittier Elementary, Toledo, Ohio

Grade: 2, January 2013- April 2013

- Created and implemented a unit plan in social studies, which consisted of seven lessons and one final exam
- Taught full day
- Created additional plans in science, math, and literacy

Science Methods- Second Field Experience

Mason Central Elementary, Erie, Michigan

Grade: Kindergarten, September 2012- December 2012

Tara L. Adrian

- Created and implemented science plans related to content standards
- Participated and collaborated with students daily through RTI program (response to intervention)
- Implemented additional lesson plans in literacy and mathematics
- Participated in IEP meetings

Preschool Placement- First Field Experience

Hurd Road Early Childhood Center- Monroe, MI

Grade: Preschool, January 2012- April 2012

(This is a center where only students identified with either a mental, physical, or emotional disability attend)

- Created and implemented unit plan on animal habitats
- Created and implemented additional lesson plans in literacy and mathematics
- Instructed different groups of preschoolers with varying disabilities
- Learned behavior management skills designed to be effective for students with disabilities

Work Experience

Community Education Swimming

Monroe Public Schools, Monroe MI

Head swim instructor: 2004-present

- Instructing students basic life-saving swim skills
- Ages of children range from 4-12 years of age

Carriage Cleaners

Monroe MI

Customer Service: 2004-2014

- In charge of front counter, cash register, and customer relations

Dixie Soft Serve

Monroe, MI

Waitress: 2004-2012

- Serving ice cream during summer months

Monroe County Community College: Learning Assistance Laboratory

Monroe, MI 48161

Secretary/ Test Administrator: 2008-2011

- Regulated and provided testing accommodations for college students

Volunteer Experience

- Various Experience in Multiple Classifications
- Head of Promotions Committee for Writing Center (2009-2011); organized community events and fundraisers to raise awareness of literacy and its positive impact on society.
- Stepping Stones of Monroe, MI (2006- 2009)- guided students with physical and mental disabilities through horse riding therapy
- D.A.R.E. role model (2006-2007)- entered classrooms and spoke to children about a healthy lifestyle free from drugs
- Hazards of Tobacco Program (2007)- taught 8th graders at Monroe Middle School
- Peer Mediator (2006-2007)- Headed conflict resolution meetings, which promoted talking to others instead of resorting to implementing physical harm
- Spanish Education- taught basic Spanish skills to third and fourth graders at Waterloo Elementary School, Monroe, MI. (2006)
- "Growing Readers" Organization (2012)- Holland Elementary School, Holland, Ohio. This is a literacy program that promotes interactive reading between adults and children.
- Member of Arborwood's Family Engagement Committee (2014-present) This committee's platform is on communicating and working collaboratively with families of students to enrich student's education in both school and home environments.

Accomplishments

- Writing Tutor of the Year 2009 (Monroe County Community College).
- Member of the Phi Kappa Phi (University of Toledo chapter)
- Presented at Michigan Writing Centers Association in 2009: represented Monroe County Community College.
- Presented at East Central Writing Centers Association in 2009: represented Monroe County Community College.
- Nominated two years in a row for "Outstanding Student of the Year" at University of Toledo.
- Presented at MPS "Techfest" summer of 2014, will be presenting again summer of 2015.

TEACHER APPOINTMENT

BACKGROUND

On behalf of the administration and the interview panel I am recommending the appointment of Linda Chmiel as a teacher with Monroe Public Schools. This teacher will be assigned as a special education teacher at Monroe High School for the 2015/16 school year.

Ms. Chmiel holds a bachelor’s degree and a master’s degree from Eastern Michigan University. She was most recently employed with EduStaff as a math interventionist assigned to Monroe Middle School. Ms. Chmiel also taught Summer Learning Academy for the district.

Members of the interview panel were: Renee Peterson, special education director; Sandra Kreps, Terry Joseph and Mary Ann Cyr, principals; Patty Stefanski and Larry Nocella, teachers.

ENCLOSURE(S)

Resume

RECOMMENDATION

Move to approve the appointment of Linda Chmiel as a teacher with Monroe Public Schools effective September 1, 2015, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

MOTION: _____ **SUPPORT:** _____ **ACTION:** _____

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Bunkelman	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mrs. Mentel	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Mrs. Taylor	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____



Linda Chmiel

August 3, 2015

Monroe Community Schools
Personnel Department

Monroe Public School:

At this time I would like to apply for the special education position that is listed on your district website. My background in education, along with my professional experience in teaching, makes me an excellent candidate for this position.

My relevant qualifications include a Master's Degree in Special Education/ Learning Disabilities. I am also certified to teach Elementary Education in all subjects with a special endorsement in Mathematics. During the 2014/2015 school year I served as the Math Interventionist at Monroe Middle School. Most recently, I taught in the Summer Learning Academy at Monroe High School.

For your convenience I have attached my resume and three letters of recommendation. A copy of my teaching certificate is on file with Monroe Public Schools. If you have any further questions feel free to call. I look forward to continuing my employment within your school system.

Sincerely,

Linda Chmiel



Linda Chmiel



Elementary/Middle School Special Education Teacher

Dedicated and student-focused teaching professional committed to providing a well-balanced, supportive and engaging learning environment for all students. Proficient at tailoring lesson plans to the individual needs of students with various intellectual, behavioral and physical challenges. Hard working and trustworthy educator who strives to collaborate with all members of the school community to provide the best education and promote the philosophy of the school.

Individualized Education Plans – Differentiated Instruction - Multiple Intelligent Strategies – Assessment Tools - Students Motivation – Parental Communication – Classroom Management – Math Strategies – Behavior Modification – Positive Reinforcement.

Education & Credentials

State of Michigan Professional Education Certification – Eastern Michigan University

Master of Arts: Special Education – Learning Disabilities K-8

Bachelor of Science: Elementary K-8 All Subjects/Mathematics Ex 9
Special Education- Visually Impaired K-12

Professional Development:

*Technology for Today's Classroom – Special Education Law & Advocacy - Multiple Intelligence
Mathematic Essentials – Educational Diversity*

Employment/*Teaching Experience

***Monroe High School – Summer Learning Academy**

6/2015-8/2015

As a staff member of the Summer Learning Academy I worked with high school students, coaching them through individualized inquiry-based projects designed to help those students recover lost high school credit.

***Monroe Middle School – Monroe, MI**

11/2014-present

Math Interventionist employed to provide remedial services to those students needing additional help in math as assessed by the I-Ready program.

Reflection Medical – Temperance, MI

10/2000-Nov. 2014

Assess the physical needs of handicapped individuals to supply affective and appropriate Durable Medical Equipment. I am responsible for thoroughly completing the medical billing for the company. Working for Reflection Medical has drastically improved my computer literacy skills.

***Special Education Teacher: Linden Community Schools – Linden, MI**

9/1987-6/1997

Resource Room teacher for students in the 5-8th grade with Learning Disabilities, Emotional and Mental Impairments. Duties included developing, implementing and enforcing an Individual Education Plan (IEP) for each student on my caseload. During this time I taught in a both a Resource Room and Inclusion Program.

TEACHER APPOINTMENT

BACKGROUND

On behalf of the administration and the interview panel I am recommending the appointment of Samantha Barr as a teacher with Monroe Public Schools. This teacher will be assigned as an elementary special education teacher for the 2015/16 school year.

Ms. Barr holds a bachelor’s degree from Eastern Michigan University, where she graduated from this past December. She completed her student teaching with Walled Lake and Farmington Hills school districts. She was most recently employed as a long term substitute teacher with Ann Arbor Schools.

Members of the interview panel were: Renee Peterson, special education director; Terry Joseph, principal; Patty Stefanski, teacher.

ENCLOSURE(S)

Resume

RECOMMENDATION

Move to approve the appointment of Samantha Barr as a teacher with Monroe Public Schools effective September 1, 2015, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

MOTION: _____ **SUPPORT:** _____ **ACTION:** _____

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Bunklelman	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mrs. Mentel	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Mrs. Taylor	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

PROFESSIONAL OBJECTIVE To gain a special education teaching position in K-12 or a general education elementary.

PROFESSIONAL PREPARATION Eastern Michigan University, Ypsilanti, Michigan
Bachelor of Science in Special Education, December 2014

Certification

- Michigan Elementary Teaching Certificate, ZG
 - K-12 endorsement as a teacher of students with cognitive impairments, SA

EDUCATION EXPERIENCE **Warner Upper Elementary**, Farmington Hills, MI Fall 2014
Position: Student Teacher

Population: 5th and 6th—Special Education

- Developed lesson plans and taught in all subject areas using the Extended Grade Level Content Expectations
- Integrated technology into lessons through using an Interactive Smart Board
- Participated in 4 district professional development days

Commerce Elementary School, Walled Lake, MI Winter 2014
Position: Student Teacher

Population: Kindergarten—General Education

- Produced a 3D Shapes culminating unit which was given to all kindergarten teachers in the Walled Lake District
- Instructed large group and small groups of students in all academic areas
- Assisted with writing report cards
- Participated in two days of professional development focusing on learning targets in math and language arts

Salem Elementary School, South Lyon, MI Fall 2013
Position: Pre-student teacher

Population: Third grade-general education

- Observed reading and writing workshop instruction
- Instructed small groups in guided reading lessons
- Worked independently with a student on reading skills in which I conducted assessments such as running records

Edgemont Elementary, Belleville, MI Fall 2012
Position: Pre-student teacher

Population: Kindergarten-third grade-Autism center based program

- Assisted in classroom routines
- Taught small groups of students
- Developed my curriculum unit in number recognition which used a variety of teaching strategies such as technology and physical movement

EMPLOYMENT	<p>Eberwhite Elementary, Ann Arbor, MI Position: Long-term Substitute Teacher Population: 4th and 5th grade self-contained cognitive impairment classroom</p> <ul style="list-style-type: none"> • Teach whole class and small group lessons based on students goals and objectives • Track data on a weekly and monthly basis based on student's IEP goals • Continue implementing a classroom behavior management system established in the classroom based on safety, responsibility, and respect • Communicate with general education teachers and service providers 	<p>April 2015-June 2015</p>
	<p>NorthRidge Church, Plymouth, MI Position: Special Needs Ministry Coordinator Population: Preschool-Adult</p> <ul style="list-style-type: none"> • Organize a team of weekend volunteers to serve families with children with special needs by recruiting, placing, and leading volunteers • Create opportunities for children and adults with special needs to be integrated into church programs • Train volunteers in working with individuals with special needs • Provide care for individuals with special needs during weekend church services in small and large groups 	<p>Fall 2011-Present</p>
	<p>EDUStaff, Oakland County-Novu Community Schools Position: Paraprofessional Substitute Population: Kindergarten-High School</p> <ul style="list-style-type: none"> • Assisted in classroom routines in multiple schools within the district • Worked in self-contained classrooms • Assisted students with special needs in mainstream classrooms • Became a regular paraprofessional substitute at Parkview Elementary 	<p>2013-Present</p>
	<p>Professional Educational Services Group (PESG), Wayne County and Oakland County Position: Paraprofessional Substitute Population: Kindergarten-Post-Secondary</p> <ul style="list-style-type: none"> • Assisted classroom teachers in daily routines in different school districts • Gained experience working with post-secondary students in both a classroom and out in the field during Community Based Instruction 	<p>Spring 2014-Present</p>

AWARDS AND SCHOLARSHIPS Eagle Scholarship Fall 2009-Fall 2012
Dean's List Winter 2012, Winter 2013, Fall 2013

MEMBERSHIPS Michigan Education Association

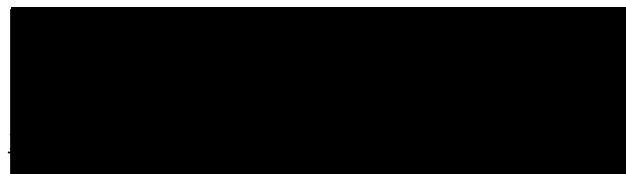
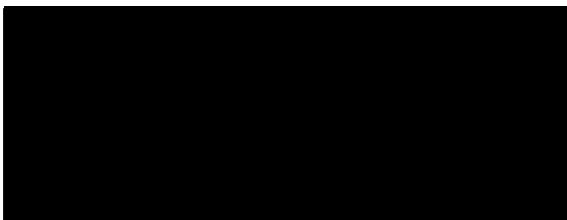
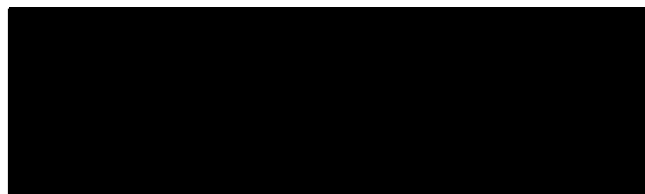
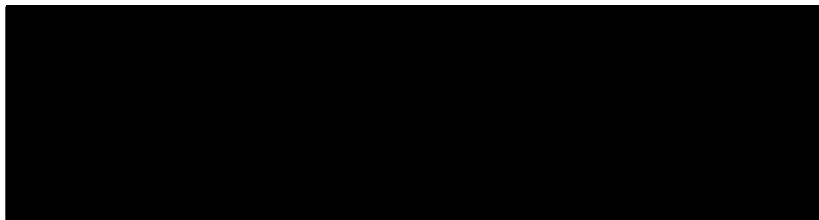
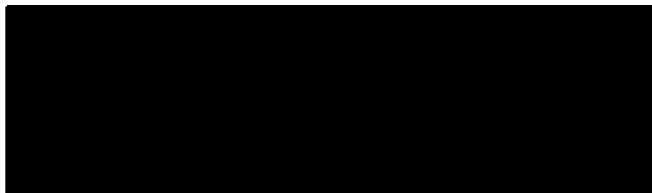
OTHER CERTIFICATIONS Crisis Prevention Intervention (CPI)—Nonviolent Crisis Intervention October 22, 2014-October 22, 2015

American Heart Association—Heartsaver First Aid CPR AED September 2014-September 2016

SPECIAL SKILLS

- Confident in leading a team of volunteers
- Creativity with arts and crafts
- Confident in skills with Google docs, sheets, and sites

REFERENCES



TEACHER APPOINTMENT

BACKGROUND

On behalf of the administration and the interview panel I am recommending the appointment of Shawn Harmon as a teacher with Monroe Public Schools. This teacher will be assigned as an elementary special education teacher for the 2015/16 school year.

Mr. Harmon holds a bachelor’s degree from Adrian University and a master’s degree from Wayne State University. He was most recently employed as a resource room teacher with Triumph Academy.

Members of the interview panel were: Renee Peterson, special education director; Terry Joseph and Mary Ann Cyr, principals; Patty Stefanski, teacher.

ENCLOSURE(S)

Resume

RECOMMENDATION

Move to approve the appointment of Shawn Harmon as a teacher with Monroe Public Schools effective September 1, 2015, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

MOTION: _____ **SUPPORT:** _____ **ACTION:** _____

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Bunkelman	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mrs. Mentel	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Mrs. Taylor	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

Shawn D. Harmon



Special Education & Classroom Teacher

Dedicated ❖ Compassionate ❖ Supportive ❖ Receptive

- Kindhearted, patient and caring, spending time with each student to not only teach the material but to learn about the individuals strengths and weaknesses.
- Creative and out-of-the-box thinker, who is willing to use or create any resource available to help students learn and retain material.
- Trustworthy and respectful, inspiring students to become productive citizens within the classroom and community.
- Provides a consistent and fair environment where students feel safe to expand their knowledge.
- Skilled in addressing specific student needs while collaborating with other professionals to provide unique real world learning opportunities.
- In-depth knowledge of cognitive impairments, learning disabilities and autism and versed in developing lesson plans to accommodate for each student's needs.

Education & Certifications

Master's in Special Education with Certification in Cognitive Impairment

Wayne State University, Detroit, MI

Bachelors of Arts with Certifications in Elementary Education & Social Studies

Adrian University, Adrian, MI

Teaching Experience

Resource Room Teacher

Sept 2008 - Present

Triumph Academy, Monroe, MI

- Collaborated with other staff, parents and students to create individualized learning goals, Individualized Education Plans (IEP) and Behavioral Intervention Plans (BIP).
- Directed the IEP and Multidisciplinary Education Team (MET) meetings for students from kindergarten to 8th grade.
- Evaluated students to find their present level of understanding within math, writing and reading.
- Facilitated a comfortable and stimulating learning environment for all student learners.
- Guided and encouraged struggling students, monitoring their progress and adapting the teaching for each student's needs.
- Adapted the learning environment for students with physical needs to allow them access to all areas of the school.
- Managed caseloads of 15 to 20 students from kindergarten to 8th grade.
- Integrated technology in to the learning environment through collaboration with the classroom teacher.
- Created small group and individualized lessons focusing on their strengths and weaknesses within the curriculum area.
- Collaborated with classroom teacher to adapt and modify lessons for each of the student's needs.
- Maintained continuous communication with the parents and classroom teacher.
- Co-taught in Kindergarten – 8th grade classrooms.

Autistic & CI Long Term Substitute

01/2007 – 12/2007

Madison School, Wyandotte, MI

- Coached paraprofessionals on using tools and implementing behavioral intervention strategies.
- Monitored the progress of each student’s goals for data use during the next IEP meeting.
- Aided students with mild to severe cognitive impairments.
- Taught and adapted lessons for students who were high and low functioning on the Autism Spectrum.

6th Grade Long Term Substitute

01/2006 – 04/2006

Sodt Elementary School, Monroe, MI

- Implemented technology into the classroom to give students real world experience through live streaming.
- Managed a classroom of 30 students.
- Maintained continuous communication with the parents.
- Created engaging and real world lessons for science and social studies.
- Communicated with special education teachers to support each student’s needs.

Periodic Substitute Assignments

01/2005 – 04/2008

Various Schools, Wayne & Monroe Counties, MI

Cognitive Impairment Student Teacher

04/2008 – 06/2008

Madison School, Wyandotte, MI

- Implemented student behavior plans.
- Coordinated center based programs.

Elementary Classroom Student Teacher

09/2004 – 12/2004

McKinley Elementary School, Adrian, MI

- Instructed and taught students in a 4th grade classroom.
- Developed lesson plans using GLECs and school materials.
- Team-taught math, social studies, science and reading.
- Coordinated safety patrol for the school



Additional Qualifications & Professional Proficiencies

- Certified in Crisis Intervention through Crisis Prevention Institute, Inc.
- Daily use of Microsoft Office, Google Docs, Zangle and Excent Tara & Tienet
- Cross-curricular IEPs
- Cooperative Behavior Intervention Plans
- Center-based learning
- Large group and small group activities
- Administration of NWEA

Honors & Memberships

2002 – 2004

Secretary for Kappa Delta Pi Honor Society

2001 – 2002

Dean’s List

Volunteer Activities

Basketball Scorekeeper ~ 2008 – 2010 ~ Triumph Academy

Hockey Coach & Referee ~ 2001 – 2004 ~ Adrian Skatery II

Hockey Coach & Referee ~ 2000 – 2001 ~ Dixie Skateland

TEACHER APPOINTMENT

BACKGROUND

On behalf of the administration and the interview panel I am recommending the appointment of Miranda DeBruyne as a teacher with Monroe Public Schools. This teacher will be assigned as a student service coordinator at Monroe High School for the 2015/16 school year.

Ms. DeBruyne holds a Bachelor of Science degree from Grand Valley State University and a Master of Arts in School Counseling from Eastern Michigan University. She was most recently employed as a school counselor for Ida Publc Schools, prior to which she was a math teacher with Monroe Public Schools.

Members of the interview panel were: Sandra Kreps, principal; Carol Anteau, Scott Hochradel, and Lisa Warnke, teachers; Cindy Taylor, board member; and Dawn Kimble, parent.

ENCLOSURE(S)

Resume

RECOMMENDATION

Move to approve the appointment of Miranda DeBruyne as a teacher with Monroe Public Schools effective September 1, 2015, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

MOTION: _____ **SUPPORT:** _____ **ACTION:** _____

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Bunkelman	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mrs. Mentel	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Mrs. Taylor	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

[REDACTED]

To Whom It May Concern:

I understand there is a High School Guidance Counselor position within your school and I submit my resume for your consideration. I heard about this opening through your website. For several years, I have been working in public school systems and I am excited to learn more about this opportunity.

As you will note in my resume, I have had much experience in working with students and staff in a secondary school setting. As a high school teacher and counselor, I have developed a positive working relationship with administrators, students, parents, and staff members alike. In addition, I've built great collaborative relationships with community members and local agencies, such as Monroe County Community College (MCCC), Local College Access Network (LCAN), and the Human Services Collaborative Network (HSCN), to name a few. I work effectively with others and have strong leadership skills. I'm currently the counseling department head and will be training a new counselor this year. I have excellent problem solving skills and analytical skills, which I use every day in working with my caseload students. In addition, I have excellent communication and interpersonal skills that I use daily when I email, call, or meet with students and their parents.

I also work well as a team. As part of the counseling department at Ida, I helped to develop and present informational sessions on the Ida Early Middle College, MCCC dual enrollment opportunities, Financial Aid Night, and 8th Grade Parent Night. In addition, I helped to coordinate College Application Week and the school's first ever Decision Day. I love to continue learning. Last year alone, I attended several MEMCA Meetings and Conferences as well as completed MCAN'S Post-Secondary Planning Course where I earned a certificate for Post-Secondary Education Planning and College Advising.

I have gained much counseling experience over the last year and through my internship. During this time, I worked with students in the areas of career, personal, and academic counseling. I worked with parents and students to re-evaluate 504 and IEP plans. I've proctored the MME, ACT, and MSTEP tests as well as helped to coordinate AP tests and proctor them too. Additionally, I met with students to review their EDP's and worked to devise a post-secondary plan with the student's future goals in mind. I met individually with each student to discuss their career goals and to schedule their classes as well as discuss their dual enrollment/early middle college and/or credit recovery options. I've also completed credit checks by monitoring student's transcripts to ensure they have the required credits for graduation as well as sent official transcripts to the college of their choice. This is just a few of the duties that I've performed as a high school counselor. With the combination of my skills and experience, I feel that I am an excellent candidate for your Secondary School Counselor position.

Enclosed is my resume for your consideration. I am very interested in meeting with you to learn more about the available position. Please contact me at [REDACTED] if you require any additional information. Thank you for your time and consideration. I look forward to meeting with you soon!

Sincerely,

Miranda DeBruyne

Miranda DeBruyne

Enclosure

OBJECTIVE

To apply my outstanding leadership, organizational, and collaboration skills in a guidance counselor position.

EDUCATION

Master of Arts in School Counseling (K-12), NCC April 2011

Eastern Michigan University, Ypsilanti, MI

GPA: 3.91

Michigan Teaching Certificate in Secondary Mathematics

Accelerated Certification Education

Saginaw Valley State University, University Center, MI April 2005

GPA: 3.940

Bachelor of Science in Mathematics

Grand Valley State University, Allendale, MI April 2003

Minor: **Statistics**

GPA: 3.405

EXPERIENCE

High School/Elementary School Counselor Sept. 2014 - present

Ida Public Schools, Ida, MI

- Provide personal/social, and academic, and career counseling services for all students
- Collaborate with staff and offer MTSS intervention strategies to assist struggling students
- Assist all students in selecting classes both at the high school and college level according to their post-secondary career goals
- Build working relationships with parents, students, and staff members
- Actively participate in Student Intervention Team meetings, IEP meetings, and 504 meetings

High School Math Teacher Aug. 2005 – Sept. 2014

Monroe High School, Monroe, MI

- Develop and implement engaging lesson plans that address 21st century learners' academic and social needs.
- Actively participate in redesigning the math curriculum from the current Michigan benchmarks to meet the changes necessary to institute the common core.
- Collaborate with colleagues and graduation coaches to meet the needs of those students that need additional support within the RTI model.
- Use a variety of instructional techniques, including implementing real world applications and technology where applicable, that allows for a deeper understanding of concepts.
- Use accountable talk moves and model metacognition for a more student centered classroom that will encourage student learning and allow students to take ownership of their learning.

FIELDWORK EXPERIENCE

Counselor-in-training – Monroe High School, Monroe, MI

Counselor-in-training – Eastern Michigan University Clinical Suite, Ypsilanti, MI

Counselor-in-training – Henry Ford-Wyandotte Hospital, Wyandotte, MI



PROFESSIONAL DEVELOPMENT

- MCAN Post-Secondary Planning Course Sept. 2014 – May 2015
- MEMCA Conference Sept. 2014 - present
- College-Going Culture Committee Jan 2014 – June 2014
- PRIME Algebra for All Dec. 2011 – May 2014
- Bullying Conference February 2012
- Project Graduation Evaluation Team Sept. 2009 – June 2010
- High School Mathematics & Science Success Feb. 2007 – March 2007
- Teachers Teaching with Technology May 2006

COMPUTER SKILLS

Proficient: Windows; MS Word, Excel, PowerPoint, Works; WordPerfect; various email packages; Gradequick; PowerSchool; eSchool

Working Knowledge: Access; Maple; SAS; SPSS; Statgraphics; JAVA

HONORS/AWARDS/ACTIVITIES

- **National Board Certified Counselor, NCC**
- **Member,** American School Counseling Association
- **Member,** The Order of Omega National Honor Society

TEACHER APPOINTMENT

BACKGROUND

On behalf of the administration and the interview panel I am recommending the appointment of _____ as a teacher with Monroe Public Schools. This teacher will be assigned as an English teacher at Monroe High School for the 2015/16 school year.

Members of the interview panel were: Sandra Kreps, principal; Cathy McDonald, assistant principal; Cari Mitchey and Sara Ziegler, teachers; and Shawna Mann, parent.

ENCLOSURE(S)

Resume

RECOMMENDATION

Move to approve the appointment of _____ as a teacher with Monroe Public Schools effective September 1, 2015, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

MOTION: _____ **SUPPORT:** _____ **ACTION:** _____

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Bunkelman	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mrs. Mentel	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Mrs. Taylor	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

TEACHER APPOINTMENT

BACKGROUND

On behalf of the administration and the interview panel I am recommending the appointment of _____ as a teacher with Monroe Public Schools. This teacher will be assigned as an English teacher at Monroe High School for the 2015/16 school year.

Members of the interview panel were: Sandra Kreps, principal; Cathy McDonald, assistant principal; Cari Mitchey and Sara Ziegler, teachers; and Shawna Mann, parent.

ENCLOSURE(S)

Resume

RECOMMENDATION

Move to approve the appointment of _____ as a teacher with Monroe Public Schools effective September 1, 2015, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

MOTION: _____ **SUPPORT:** _____ **ACTION:** _____

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Bunkelman	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mrs. Mentel	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Mrs. Taylor	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

TEACHER APPOINTMENT

BACKGROUND

On behalf of the administration and the interview panel I am recommending the appointment of Natalie LaBeau as a teacher with Monroe Public Schools. This teacher will be assigned as an elementary teacher for the 2015/16 school year.

Ms. LaBeau holds a bachelor’s degree from Michigan State University and completed their fifth year teacher internship program this past spring. She was most recently employed with EduStaff and assigned as a long term substitute at Custer Elementary. Ms. LaBeau also worked at our Summer Learning Academy this year.

Members of the interview panel were: Steve Pollzzie, Lisa McLaughlin, Terry Joseph and Mary Ann Cyr, principals; Shelly Gorowski and Elizabeth Dec, teachers; and Shelly Gorowski, parent.

ENCLOSURE(S)

Resume

RECOMMENDATION

Move to approve the appointment of Natalie LaBeau as a teacher with Monroe Public Schools effective September 1, 2015, and place on the appropriate salary level as contained in the Master Agreement, and upon completion of all pre-employment requirements.

MOTION: _____ **SUPPORT:** _____ **ACTION:** _____

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Bunkelman	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mrs. Mentel	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Mrs. Taylor	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

Natalie LaBeau



OBJECTIVE

To obtain an elementary or middle school position

EDUCATION

Michigan State University East Lansing, Michigan
Fifth Year Teacher Internship Program August 2014-May 2015

- 12 Graduate Credits May 2015

Michigan State University East Lansing, Michigan
Bachelor of Arts, May 2014
Major: Elementary Education
Teaching Major: Integrated Science

CERTIFICATION

Michigan Elementary Provisional Certification
K-5 All Subject Areas, 6-8 Integrated Science, May 2015

TEACHING EXPERIENCE

Teacher, Summer Learning Academy, Monroe Public Schools
Monroe, MI June 2015-July 2015, Grade Level: 3rd and 4th Split

- instructed students, using Researcher's Workshop Model, on student driven inquiry project
- implemented the use of Math manipulatives during Math Workshop to enable students to achieve higher level thinking

Long Term Substitute, Custer Elementary
Monroe, MI May 2015-June 2015, Grade Level: 3rd

- evaluated student progress using end of year post-assessments, Fountas and Pinnell Benchmark Reading Assessment, and Michigan Student Test of Educational Progress
- maintained a safe and organized classroom learning environment by setting high, achievable expectations

Teacher Intern, Roberto Clemente Learning Academy
Detroit, MI August 2014-May 2015, Grade Level: 5th

- developed and taught lesson plans for elementary students aligned with the Common Core
- organized differentiated literacy instruction using book clubs during reading intervention
- applied students self-concept to inform a persuasive writing unit with an authentic audience
- planned inquiry based science and math units
- adapted instruction to students' interests and lives while aligned with standards
- implemented Class Dojo as a supplemental system of classroom management
- collaborated with grade level colleagues to identify areas for additional instruction to support all learners
- initiated the use of Plickers in the classroom as a formative assessment across subject areas
- analyzed student progress using standardized tests and self-developed assessments for all subjects

Elmwood Elementary School
Lansing, MI September 2013-April 2014, Grade Level: 4th

- instructed Morning Math Daily Common Core Review
- monitored during independent work time to conference with individual students

Natalie LaBeau

Post Oak Magnet School

Lansing, MI January 2012-May 2012, Grade Level: 3rd

- evaluated individual student reading level to inform instruction
- devised reading intervention lesson from assessment

Bingham Elementary School

Lansing, MI January 2012-May 2012, Grade Level: 1st

- assisted with morning routine of calendar and weather to establish daily routine
- tutored individual students after explicit instruction

TEACHING RELATED EXPERIENCE

Resident Assistant Michigan State University

East Lansing, MI August 2012-May 2014

- mentored 50 undergraduate students to facilitate personal, academic, and cultural development
- established community through building wide programming for 700 residents

Teacher Assistant Monroe Catholic Elementary School

Monroe, MI May 2011-June 2011

- responsible for 25 Kindergarten students
- maintained classroom order and organization during end of year individual assessments

Nanny

Maumee, OH December 2005-September 2011

- ensured safety and security of 3 children ages 1-8 years old
- created genuine relationships between children

PROFESSIONAL DEVELOPMENT

The Power of Non-Fiction Reading, Karen Ansberry and Emily Morgan, Detroit, March 2015

Roberto Clemente Learning Academy, Detroit, March 2015

M-Step, Detroit, March 2015

Technology Conference, East Lansing, November 2014

Mike Flanagan, Detroit, November 2014

Honor Society Member, Phi Kappa Phi International Honor Society, October 2012-May 2014

TECHNOLOGY

Microsoft Office	Smart Board	Elmo	Plickers
Discovery Education	Ipad	Apple TV	Class Dojo
	Google Drive	Weebly	

Teaching Website: <http://miss-labeau-music.weebly.com/>

HONORS

- Steller/Knepper Endowed Scholarship
- Undergraduate Degree with High Honors
- Michigan State University Dean's List December 2011-April 2014
- Grade Point Average
 - Graduate: 4.0
 - Undergraduate: 3.9

INTERESTS

Traveling Watching Movies Reading Working out Music

Teaching Portfolio available by request

**MONROE HIGH SCHOOL
CAREER & TECHNICAL EDUCATION
STEM LAB WORKBENCHES AND WORKBENCH STOOLS**

BACKGROUND

Monroe High School CTE Director, William Ferrara, is requesting approval to purchase workbenches and workbench stools for the STEM lab (F-118). He would like to outfit the lab with 20 hardwood-top workbenches and 30 workbench stools.

ENCLOSURE(S)

A CAD drawing of the layout for the proposed STEM lab; quotes for the workbenches from Questech, Detroit Technical Equipment Company, and Grainger; quotes for the workbench stools are from Detroit Technical Equipment Company, Global Industrial, and Grainger.

RECOMMENDATION

Move to approve the purchase of workbenches from Questech, and workbench stools from Detroit Technical Equipment at a total cost not to exceed \$24,760.00. Money for this purchase will come from the Perkins Grant, CTE added cost funds, and general funds.

MOTION: _____ **SUPPORT:** _____ **ACTION:** _____

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Bunkelman	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mrs. Mentel	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Mrs. Taylor	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____



MONROE HIGH SCHOOL CAREER & TECHNICAL EDUCATION

Bill Ferrara, Director

Marjorie Servis, Administrative Assistant 901 Herr Road Monroe, MI 48161 Ph. 734.265.3450 Fax 734.265.3451

CTE MEMO #001 15.16

TO: Julie Everly, Assistant Superintendent, MPS

FROM: Bill Ferrara, Director, CTE

DATE: August 5, 2015

RE: **Purchase Approvals**
1.) **STEM Lab Workbenches – Questech, \$17,200.00**
2.) **Workbench Stools – Detroit Technical Equipment, \$7,560.00**

ENCL: STEM Lab Layout Diagram
Purchase Request Quotes (3 ea.)

I'm requesting our Board Of Education approval for the purchase of 20 Hardwood-Top Workbenches and 30 Workbench Stools as part of an overhaul of the MHS STEM Lab (F-118). Included with the enclosures is a CAD drawing of the proposed facilities, the workbenches and stools being requested will be used in the "Workstation Area". A summary of the request follows, (quotes supporting final vendor selection attached).

- STEM Lab Workbenches (20) – Questech, \$17,200.00
 - a. Perkins Grant funds, \$15,797
 - b. CTE Added Cost funds, \$1,403
- Workbench Stools (30) – Detroit Technical Equipment, \$7,560.00
 - a. CTE Added Cost and General funds (Electro-Mechanical program)

Upon approval, this equipment will be installed and used by all students interested in the STEM Pathway at Monroe High School.

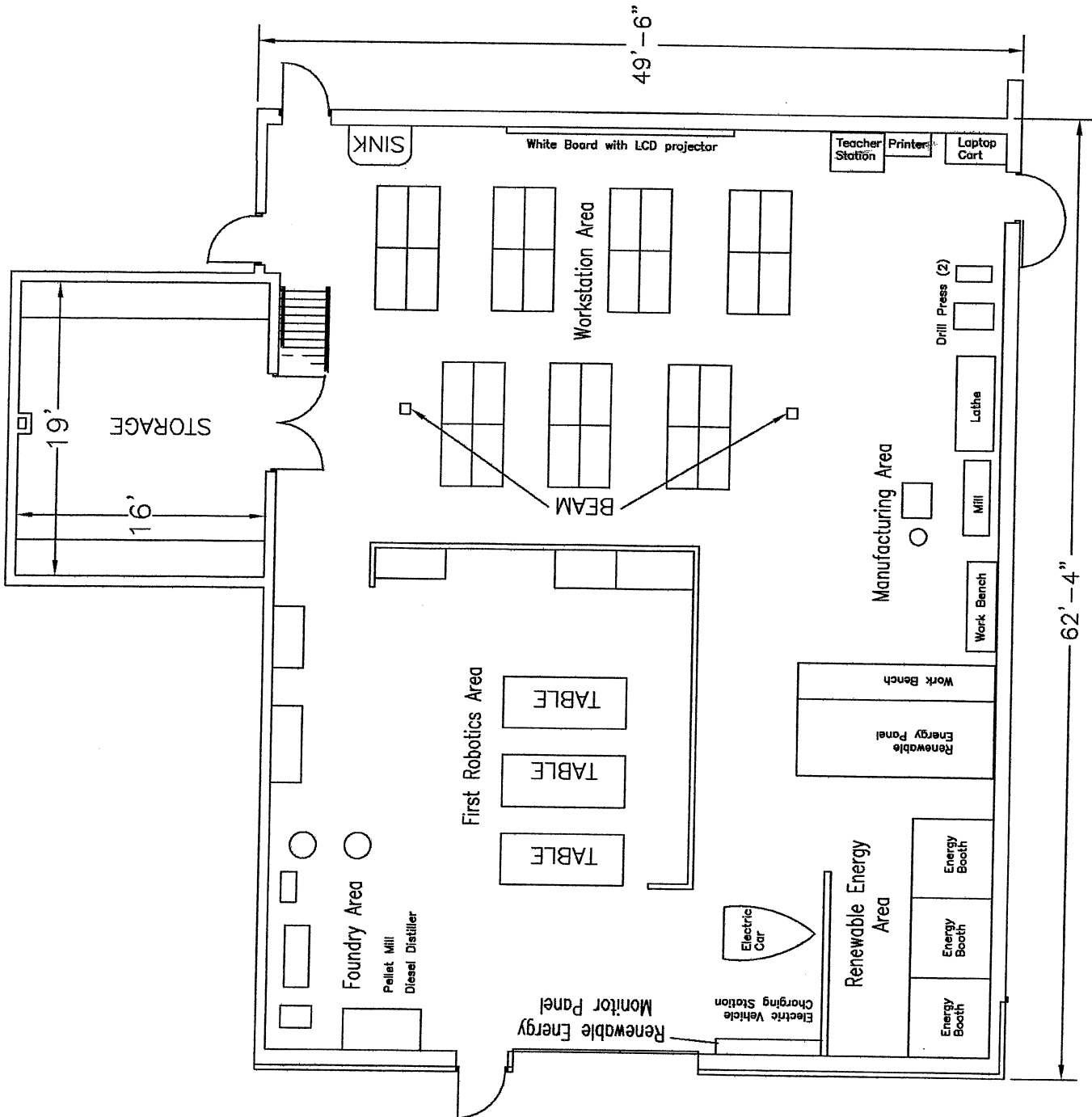
Total Requested: **\$24,760.00**

Sincerely,

Bill Ferrara, Director
Career & Technical Education

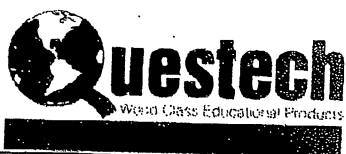
cc
Sandy Kreps, Principal, MHS
Kathy Eighmey, Director Business and Finance
Marjorie Servis, CTE Admin Asst.

NOTICE OF NONDISCRIMINATION: It is the policy of Monroe Public Schools not to discriminate on the basis of race, color, national origin, gender, age, disability, religion, height, weight or marital status in its programs, services, employment, or any other activities. For information contact the office of the Superintendent of Schools, 1275 N. Macomb St., Monroe, MI 48162, 734-265-3010.



Room F-118 Stem Lab

#1 Benches



24630 Hathaway • Farmington Hills, MI 48335 • Phone 800-229-0018 • Fax 248-615-0808
www.questechzone.com

**Monroe High School
Quotation Room F-118 Stem Lab
February 27, 2015**

ITEM#	QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
F-001	20	Benches 60"L x 30"W x 37" H Steel Frame, 1.75" Thick Butcher Block Top, On Casters with Locking Wheels	\$860.00	\$17,200.00
			Equipment Total	\$17,200.00
			Delivery & Set-Up	Included
			TOTAL	\$17,200.00

Terms: Net 30



#2 Benches



Proposal

Date: 02/22/15
Time:

To: Mr. Bill Ferrara
CEPD 44 CTE Administrator (Region 25)
Monroe High School
901 Herr Road
Monroe, MI 48161

For: Mobile Carts with Block Tops
734-265-3453 phone
734-770-0049 mobile
ferrara@monroe.k12.mi.us

Qty	Item #	Description	Shipping Terms: FOB Job Site
20	TDA2260	Adj height fully welded table frame 58" X 28" with H frame leg stretcher and casters	\$ 11,125.00 ✓
20	BBT9082-V-M	Maple butcher block tops - 1.75" x 60" x 30"	\$ 5,820.00 ✓
		Estimated Freight	\$ 1,730.00 ✓
		Installation (2 men 1.5 days, carpenter prevailing wage)	\$ 1,500.00 X
		Subtotal	\$ 20,175.00
		MI sales TAX if applicable	\$ 1,210.50 X
		TOTAL	\$ 21,385.50
		DEDUCT \$3,460.00 for TAC1258 table in lieu of welded TDA style frame not including tax	# 18,675

Please note:

Contract Terms and Conditions:

No work, drawings or change orders are to be performed without approval in writing.
Carpentry labor only - mechanical, electrical, and plumbing field work not included.
Setting of sinks or fixtures, base molding, and finish caulking not included unless listed above.
Fume hood transitions, ductwork, blowers, and controls not included unless listed above.
Equipment, unless noted otherwise, to be std. construction, design, dimensions, hardware, and finish as manufactured by: Mott Mfg., Wisconsin Bench.
Any required safety classes will be an additional charge per the prevailing wage rate.
Addenda or Bulletins not included unless listed above.
Prices do not include State Sales Tax unless listed above. Quote valid for 30 days.
Delivery approx 13 weeks after approved drawings and field dimensions (subject to change, add 2 weeks for holidays).
Deposit of 50% invoiced at time of factory order.
Payment terms net 30 days. Interest will be charged @ 1% per month on all past due accounts.
All claims for damage or shortage must be reported within 5 business days.

Accepted: _____
Print Name: _____
Title: _____
Date: _____

Prepared by: Patrick Carraher x108
Detroit Technical Equipment Co.
Mobile 248-346-4922

www.detroit-tech.com
Thank you for your business!
© Copyright 8-1-2008
55 East Long Lake Road, PMB #433, Troy, MI 48065-4738, Phone: 248-232-8894, Fax: 248-232-8895, info@detroit-tech.com
A Certified Woman-Owned Business

3 Benches



Cart Clear Cart

Email Print

Item #3LKZ6 was removed from your cart

Delivery Method

Availability

Proceed to Checkout

Shipping

Enter ZIP code to check availability 48161 Go

Pickup

Shipping Label / Packing List

Products in Cart

Need to add P.O. Line #'s, Part #'s or Special Notes? + Show fields

PO #

Apply Show more fields

Product	Quantity	Availability	Total Price
---------	----------	--------------	-------------



TENNSCO Workbench,60Wx30Dx2 to 35-3/8 In. H
Item # 1PA85
Your Price: \$581.50 / each

20

Update Remove

Ships from supplier.
Expected to arrive on or before Fri. Aug 21.

\$11,630.00

Deliver one time only

Auto-Reorder Every 1 Month

Order Summary

You are eligible for FREE Standard Ground shipping!

Subtotal \$17,410.00

Estimated Standard Shipping FREE

Estimated Total \$17,410.00

Availability, shipping, tax & promotions are not final until you complete your order.



GRAINGER APPROVED Swivel Pneumatic Caster w/ Brake,2"W,6"D
Item # 1ULG8
Your Price: \$72.25 / each

80

Update Remove

7 expected to arrive on Thu. Aug 13.
Backordered, balance expected to arrive Wed. Sep 02.

\$5,780.00

Deliver one time only

Auto-Reorder Every 1 Month

Promotion Code

Apply Promo

Proceed to Checkout

If you changed multiple quantities, Update All.

Products You May Be Interested In



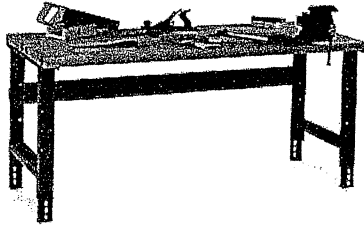
Material Handling \ Workbenches and Accessories \ Workbenches \ Workbench,60Wx30Dx27-7/8 to 35-3/8 In. H

Print Email

View Product Family

Workbench, 60Wx30Dx27-7/8 to 35-3/8 In. H

TENNSCO



Price
 \$581.50 / each

Deliver one time only
 Auto-Reorder Every Month

Availability for Qty

Ships from supplier. Expected to arrive on or before Fri. Aug 21.

Ship to: 48161 (Change)

☆☆☆☆☆ Be the first to write a review | Ask & Answer

Item # 1PA85 Mfr. Model # WBA-1-3060W UNSPSC # 24102006
 Catalog Page # 2064 Shipping Weight 119.0 lbs.

Country of Origin USA | Country of Origin is subject to change.

Note: Product availability is real-time updated and adjusted continuously. The product will be reserved for you when you complete your order. More

How can we improve our Product Images?

Compare

Technical Specs

Item	Workbench	Leg Type	Adjustable Height Straight
Load Capacity	3800 lb.	Workbench Assembly	Unassembled
Work Surface Material	Butcher Block Hardwood	Edge Type	Square
Frame Material	Steel	Top Thickness	1-3/4"
Width	60"	Frame Color	Gray
Depth	30"	Finish	Powder Coated
Height	27-7/8" to 35-3/8"	Includes	Legs, Top, Stringer, (4) Knockouts

You have 3 out of 5 products to compare selected.

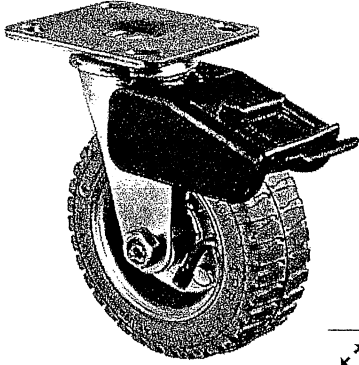
Add Item Show ^



Material Handling \ Casters and Wheels \ Pneumatic and Solid Rubber Casters \ Swivel Pneumatic Caster w/ Brake,2"W,6"D

Print Email

View Product Family



Swivel Pneumatic Caster w/ Brake, 2"W, 6"D

GRAINGER APPROVED

Price
\$72.25 / each

- Deliver one time only
- Auto-Reorder Every Month

Availability for Qty

Shipping Pickup

Add to Cart

Expected to arrive Thu. Aug 13.

+Add to list

Ship to: 48161 (Change)

☆☆☆☆☆ Be the first to write a review | Ask & Answer



Item # 1ULG8 Mfr. Model # 1ULG8 UNSPSC # 31162701
Catalog Page # 1678 Shipping Weight 5.0 lbs.

How can we improve our Product Images?

Country of Origin China | *Country of Origin is subject to change.*

Note: Product availability is real-time updated and adjusted continuously. The product will be reserved for you when you complete your order. More

Compare

Technical Specs

Item	Swivel Pneumatic Caster w/ Brake	Frame Material	Steel
Wheel Width	2"	Hub Material	Steel
Wheel Dia.	6"	Tread Color	Gray
Overall Height	7-1/2"	Hub Color	Gray
Inside Bolt Hole Spacing	2-5/8" x 3"	Ply	4
Outside Bolt Hole Spacing	3" x 3-5/8"	Wheel Bearings	Ball
Hub Type	Symmetrical	Hub Width	2-1/4"
Tread	Knobby	Raceway	Double Ball
Load Rating	200 lb.	Plate Thickness	0.19"
Tire Rim Dia.	4"	Mounting Bolt Dia.	3/8"
Tire Thickness	7/8"	Plate Size	4" x 4-1/2"
Brake Type	Total-Lock	Mounting Type	15
Frame Finish	Zinc Plated	Plate Type	B

You have 3 out of 5 products to compare selected.

Add Item Show ^



Shipping Address

Shipping Method

Payment

Review Order

Complete

Shipping Address

Customer care is here to help you anytime.
For shipping outside of the U.S. or help call toll-free at 1-800-GRAINGER.

Previous Next

Pickup

Products In Cart

*First Name
Bill

*Last Name
Ferrara

Company
Monroe Public Schools

*Address
901 Herr Rd

*City
Monroe

*Zip/Postal Code
48161

*State/Province
MI

TENNSCO Workbench,60 Wx30Dx27-7/8 to 35-3/8 In. H \$11,630.00

Item # 1PA85
Quantity: 20
Price: \$581.50

GRAINGER APPROVED Swivel Pneumatic Caster w/ Brake,2"W,6"D \$5,780.00

Item # 1ULG8
Quantity: 80
Price: \$72.25

Order Summary

You are eligible for FREE Standard Ground shipping!

Subtotal	\$17,410.00
Estimated Standard Shipping	FREE
Estimated Total	\$17,410.00

Availability, shipping, tax & promotions are not final until you complete your order.

**Assembly Req'd
(see #2 Benches Install Estimate)*

Previous Next

#1 Stools



Proposal

Date: 02/11/15
Time:

To: Mr. Bill Ferrara
CEPD 44 CTE Administrator (Region 25)
Monroe High School
901 Herr Road
Monroe, MI 48161

For: Biofit Chairs
734-265-3453 phone
734-770-0049 mobile
ferrara@monroe.k12.mi.us

Qty	Item #	Description	Shipping Terms:	FOB Job Site
30	WWT1724-CRC-06	Biofit stool	\$ 252.00	\$ 7,560.00
		MI sales TAX if applicable		\$ 453.60
		TOTAL		\$ 8,013.60

No charge for freight in quantity 25 or higher

Please note: price is delivered only, no assembly or distribution to rooms included. Units will ship boxed. Light assembly (but no heavy tools) required.

Contract Terms and Conditions:

No work, drawings or change orders are to be performed without approval in writing.
 Carpentry labor only - mechanical, electrical, and plumbing field work not included.
 Setting of sinks or fixtures, base molding, and finish caulking not included unless listed above.
 Fume hood transitions, ductwork, blowers, and controls not included unless listed above.
 Equipment, unless noted otherwise, to be std. construction, design, dimensions, hardware, and finish as manufactured by: Biofit
 Any required safety classes will be an additional charge per the prevailing wage rate.
 Addenda or Bulletins not included unless listed above.
 Prices do not include State Sales Tax unless listed above. Quote valid for 30 days.
 Delivery 3-4 weeks after approved drawings and field dimensions (subject to change, add 2 weeks for holidays).
 Deposit of 50% invoiced at time of factory order.
 Payment terms net 30 days. Interest will be charged @ 1% per month on all past due accounts.
 All claims for damage or shortage must be reported within 5 business days.

Accepted: _____
 Print Name: _____
 Title: _____
 Date: _____

Prepared by: Patrick Carraher x108
 Detroit Technical Equipment Co.
 Mobile 248-346-4922

www.detroit-tech.com
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30 Items - (\$10,078.50)

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Shopping Cart

Item	Item Number	Price	Quantity	Add-ons
 Stool Multifunctional Height Adjustment Sold By: globalindustrial.com Shipping: Usually ships in 4 to 7 days With FREE Shipping	T9A506671	\$335.95	<input type="text" value="30"/>	Available add-ons

[Print Cart](#) | [Email Cart](#) | [Save Cart](#)

Subtotal (30 Items)
\$10,078.50

[Calculate shipping](#)

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Please note: When using PayPal, the shipping address selected in PayPal will override the one selected on the Global Industrial website.

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Shipping charges are based upon weight, dimensions, distance traveled and type of shipping service you specify (ground, next day, second day).

All shipments are F.O.B. shipping point. Shipping method is determined by size and weight of each item. Items of differing size and weight may ship independently, by different methods, even if ordered together. Items that are too large or too heavy for UPS will be shipped motor freight. Someone must be present to accept truck deliveries. Standard truck delivery is to a facility with a dock designed to receive freight. Twenty-four hour notification, residential deliveries, lift gate, or inside deliveries are available each with an additional charge.

To view shipping charges, use the Shipping Calculator featured in the Shopping Cart. Unless otherwise stated, freight and shipping fees will be charged for shipments to anywhere in the contiguous United States, using a carrier of our choice. Other terms apply to Alaska, Hawaii, Puerto Rico, and export orders. Any extra charges incurred for additional services, such as customer's carrier or special handling by the carrier, must be paid by the consignee. Items backordered from an order qualifying for prepaid shipping charges will be shipped prepaid. Title and risk of loss pass to the customer upon tender of shipment to the carrier. Certain restrictions apply to Free Shipping promotions. These include use of our choice of carriers and shipping methods as well as other limitations.

Collect Shipments - We will gladly ship via your specified carrier however; we will not ship with certain carriers due to poor experience.

TRANSIT TIME: *

- UPS Ground: 3 - 8 Business Days
- UPS Second Day: 2 Business Days
- UPS Next Day Air: 1 Business Day
- Truck: 3-8 Business Days

* Not applicable to products purchased from a Marketplace Seller. Each Marketplace Seller's shipping information can be found on that Marketplace Seller's profile page.

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Stool Multifunctional Height Adjustment
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Qty. | Item #

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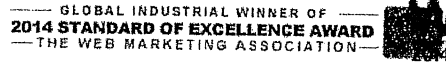
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Select Language Powered by Google Translate

Qty.	Item #
Qty.	Item #
Qty.	Item #
Qty.	Item #

Submit Query



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#3 Stools



Cart

Item	Quantity	Total Price	Item Availability
 BIOFIT Chair, Heavy-Duty, Polypropylene, Black Item #20Y830 Your Price: \$466.75	30	\$14,002.50	Ships within 4 business days from supplier



Email

Material Handling \ Shop Furniture \ Task Chairs



Ergonomic Chair

BIOFIT

\$466.75 - \$711.00

Technical Specs

Item Ergonomic Chair Weight Capacity 350 lb. Seat Height Range 19 to 26"

Color Cushion Base

Please Select Please Select Please Select

How can we improve the Search Experience?

Product availability based on selecting either shipping or pick up and a location.

Ship to 48161 Change Dismiss

Your Filters:
Clear All

Keyword biofit stool

View Previously Purchased Products Only

Select items to compare

9 Products

+ Add to List Add to Cart

Compare / Product #	Mfr. Model #	Color	Cushion	Base	Price	Ship to 48161 Change	Qty
<input checked="" type="checkbox"/> 20Y830	GGT-M-R-BLK	Black		Tubular Steel	\$466.75 / each	Ships from supplier. Expected to arrive on or before Thu. Aug 13.	<input type="checkbox"/>
<input type="checkbox"/> 20Y848	BTC-M-R-ATF-AV126	Black	3"	Cast Aluminum	\$606.00 / each	Ships from supplier. Expected to arrive on or before Thu. Aug 13.	<input type="checkbox"/>
<input type="checkbox"/> 20Y862	EEC-M-R-ATF-AV126	Black	3"	Cast Aluminum	\$711.00 / each	Ships from supplier. Expected to arrive on or before Thu. Aug 13.	<input type="checkbox"/>
<input type="checkbox"/> 20Y832	GGT-M-R-NAVY	Blue		Tubular Steel	\$466.75 / each	Ships from supplier. Expected to arrive on or before Fri. Aug 28.	<input type="checkbox"/>

You have 1 out of 5 products to compare selected.

Add Item Show

<input type="checkbox"/>	20Y860	EEC-M-R-ATF-AV106	Blue	3"	Cast Aluminum	\$711.00 / each	Ships from supplier. Expected to arrive on or before Thu. Aug 13.	<input type="checkbox"/>
<input type="checkbox"/>	20Y846	BTC-M-R-ATF-AV106	Blue	3"	Cast Aluminum	\$606.00 / each	Ships from supplier. Expected to arrive on or before Thu. Aug 13.	<input type="checkbox"/>
<input type="checkbox"/>	20Y847	BTC-M-R-ATF-AV139	Gray	3"	Cast Aluminum	\$606.00 / each	Ships from supplier. Expected to arrive on or before Thu. Aug 13.	<input type="checkbox"/>
<input type="checkbox"/>	20Y861	EEC-M-R-ATF-AV139	Gray	3"	Cast Aluminum	\$711.00 / each	Ships from supplier. Expected to arrive on or before Thu. Aug 13.	<input type="checkbox"/>
<input type="checkbox"/>	20Y831	GGT-M-R-MAR	Maroon		Tubular Steel	\$466.75 / each	Ships from supplier. Expected to arrive on or before Fri. Aug 28.	<input type="checkbox"/>

Note: Product availability is real-time basis and adjusted continuously. The product will be reserved for you when you complete your order. More

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**MONROE HIGH SCHOOL CHOIR
NEW YORK CITY**

BACKGROUND

Catherine Windelborn, Monroe High School vocal music director, would like to petition the Board of Education for permission to take a trip to New York City. They will leave MHS on Wednesday, April 27, 2016, and return to MHS on Sunday, May 1, 2016. The choirs will visit historically and culturally significant locations in the city. The students will participate in a Broadway Classroom Workshop and see two Broadway shows. The cost of the trip is \$965.00 per person, which each person is responsible to pay. There will be several fund raising opportunities to help defray the cost of the trip for students and chaperones.

ENCLOSURE(S)

The itinerary for the trip, the cost outline and the permission slip that will be used. The entire packet will be housed in the office of the Deputy Superintendent.

RECOMMENDATION

Move to approve the Monroe High School vocal music group trip to New York, New York, from Wednesday, April 27, 2016 through Sunday, May 1, 2016, in accordance with board policies for field trips and excursions.

MOTION: _____ **SUPPORT:** _____ **ACTION:** _____

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Bunkelman	_____	_____	_____	_____
Dr. March	_____	_____	_____	_____
Mrs. Mentel	_____	_____	_____	_____
Mr. Philbeck	_____	_____	_____	_____
Mrs. Taylor	_____	_____	_____	_____
Mr. VanWasshenova	_____	_____	_____	_____
Mr. Yeo	_____	_____	_____	_____

8/6/2015

Dear Mrs. Kreps,

I would like to formally request your approval for the Monroe High School Choirs to take a trip to New York City in April of 2016. This trip would be open to any interested choir members up to 75 students and adult chaperones. Cost for the trip will be \$965.00 per person and will be paid by the participants. We will be doing several fundraisers to aid students and chaperones in paying for their trip, these include a brochure sale (cheese, sausage, chocolate, etc.) which will begin shortly after school starts.

I am including an itinerary along with my Monroe Public Schools Field Trip Application packet. I hope you will review it and see all the fun, yet educational activities we have packed in to this trip. I've got room for you if you'd like to chaperone!

I hope you will approve this trip for the choirs and forward my request and information on to the Board of Education for their approval.

Thank you,



Cate Windelborn
Director of Vocal Music
Monroe High School

Monroe Public Schools Field Trip Information Form

Overnight

Date of Trip: April 27 2016 - May 1 2016

Grade/Team/Organization Making Request: MHS Choirs

Destination: New York City

Address: _____

City: _____ State: _____ Zip: _____

Means of Transportation: Lakefront Lines Tour Bus

Number of Students and Adults Involved: @ 75

Exact Loading Location: MHS Parking Lot

Estimated Time of Departure: 6:00 am.

Estimated Time of Departure from Destination: 11:45 p.m.

Expected Time of Arrival: 10:45 a.m.

Purpose of Trip: Cathedral Performance, Broadway Workshop,
Broadway Shows, Sightseeing Activities

Faculty Supervisor: Cate Windelborn

Substitute(s) needed: Yes No (This does not secure the substitute)

Principal's Signature: Sandra K. Kupp Date: 8-17-2015

Approved Denied

Assistant Superintendent's Signature: Julie Emery Date: 8-17-15

Approved Denied

MONROE PUBLIC SCHOOLS

ABBREVIATED FIELD TRIP & EXCURSION CHECK LIST FORM

Complete details of this field trip can be obtained from the Assistant Superintendents of Secondary and/or Elementary Curriculum. All details are in compliance with Board Policy IICA.

FIELD TRIP DESCRIPTION:

Destination and Description of Trip:

New York City - proposed itinerary attached

School(s): Monroe High School

Chaperones: Cate Windelborn Jane Kruger

Julie Everly Michelle Neiswender

Up to a total of 25 chaperones

Method of Transportation: Lakefront Lines Chartered Bus

Date of Departure: 04 / 27 / 16 Time of Departure: 6:00 am

If overnight, number of nights: 4 nights

Date of Return: 05 / 01 / 16 Time of Return: 10:30 am

Number of Students Participating: @50

Number of Staff Supervising: 4

Number of Other Adults Assisting: @20

Number of School Days Student will be Attending Trip: 3 days

Cost Per Child: \$965.00

Cost Per Chaperone: \$1115.00

Monroe Public Schools Funds Being Used to Pay for:

Students: Yes No
Chaperones: Yes No

Included in this field trip request packet are copies of the following:

- Full compliance with Board of Education Policy IICA - Field Trips & Excursions Forms
- Signed parent permission forms for each student participant (IICA - FI)
- Field Trip Permission Forms (F-II)
- Compliance with Educational Academic Field Trip regulations - Standard Practice Bulletin I-11
- Written request to appropriate building principal
- Written description of field trip to parents
- Written approval by building principal
- Detailed itinerary (Out of country trips may not have detailed itinerary until 30 days prior to trip)
- List of approved chaperones
- Identification of funding sources
- Signed private vehicle use (for transporting students - EEAE-F-3)
- Description of arrangements made for students with financial hardship
- All necessary signed contracts/agreements with participating travel agents
- Emergency telephone numbers for all participants
- Description of this trip and congruency with course curriculum
- Emergency Contingency Plan included, if method of transportation is flying.
- Turn in Criminal History forms, on non-staff chaperones, to the Superintendents Office prior to any deposits being made to any travel agent.

Updated: 09/12/06

MONROE PUBLIC SCHOOLS

FIELD TRIP CHECK LIST

Complete the following check list before submitting a formal request to the Board of Education for approval of overnight, out-of-state (except Cedar Point, Toledo, and vicinity) or out-of-country field trips. Follow the timelines as outlined in Board Policy IICA.

- Written request to appropriate principal
- Written approval by such principal and the superintendent or his/her designee
- Written parent permission form (IICA-F1/Board Policy Manual)

Completion of curriculum alignment form:

All field trips should be designed to enhance the curriculum standards and benchmarks. List below a brief description of activities, lessons, projects, etc. leading up to, during, and following this field trip.

Pre-trip lessons:

10 special rehearsals for students to prepare the program to be performed at the

Cathedral of St. John the Divine and Statue of Liberty

How this trip will engage students in activities congruent to our content standards during this trip:

Ellis Island, Statue of Liberty (performance), 9/11 museum and memorial,

Broadway Classroom Workshop, Broadway Shows, Metropolitan Museum of

Art, Cathedral performance

Follow-up classroom lessons:

presentation of trip slide show and performance at spring pops concert

- Contract(s) with agent(s) making travel/accommodation arrangements
- Detailed Itinerary
- Funding sources - student/chaperone contributions, century resources fundraiser
- Chaperones
- Arrangements made for students with financial hardship
- If private vehicle(s) used, Form EEAE-F-3 (Board Policy Manual) attached.

Drafted: 1/20/95
Revised: 12/16/97

**MONROE HIGH SCHOOL
FIELD TRIP REQUEST**

All requests for any field trip must be submitted to the Principal AT LEAST 15 SCHOOL DAYS BEFORE THE DATE OF THE TRIP.

Building Policy: Field trips should be Academic in nature, tied to content standard and include follow-up activities.

Date of Trip: April 27, 2016-May 1, 2016

Date of Request: Thursday, August 6, 2015

Grade or Organization making request: MHS Choirs

Faculty Sponsor: Cate Windelborn

Destination: New York City

Address: _____

Phone Number of Destination: _____

Purpose: Cathedral Performance
Broadway Workshop
Broadway Shows
Sightseeing Activities

Estimated time of departure: 6:00 a.m.

Estimated return time: 11:30 a.m.

Substitute needed: X yes no

Principal's Signature: _____

 approved denied

Reason for denial:

Monroe Public Schools
PARENTAL PERMISSION FORM
(Out-of-State/Overnight/Out-of-Country Travel)

EXPLANATION AND DATES:

Departure Date/Day Wednesday, April 27, 2016 Return Date/Day Sunday, May 1, 2016

A group of students and adult chaperones are planning a trip to: City New York City
State New York Country United States (daily itinerary must be attached).

The purpose of this trip is Cathedral Performance, Broadway Shows, Etc. and the group sponsoring the trip is
Monroe High School Choirs.

This form serves as the district's official notification for the parent(s)/guardian of student involved and, by signing, acknowledges the fact that the student's parent(s) guardian approves of their child taking said trip. This form must be completed and signed before any student will be allowed to travel with the group.

Please fill in the information requested below as thoroughly and completely as possible.

GENERAL INFORMATION:

Student's Name: _____ Grade: _____ D.O.B.: _____

Address: _____ Phone: _____

Parent/Guardian Name(s) _____ Emergency Phone: _____

MEDICAL INFORMATION:

Family Doctor: _____ Phone: _____

Last Tetanus Shot: _____ Allergies (if any): _____

Current Medication (if any): _____ Recent illness or surgeries (within past six months): _____

Other pertinent information _____

Your child will be in the care of (staff member name) Cate Windelborn and Jane Kruger

S/he has your permission to seek emergency medical care for your child as needed.

INSURANCE INFORMATION:

Insurance Company: _____ Contract No: _____

Name of Policy Holder: _____ Policy Number: _____

MEDICAL ACKNOWLEDGMENT:

I/we hereby give consent for emergency medical treatment and/or admission, as necessary, to any hospital for my/our child.

SIGNATURES:

Parent(s)/Guardian(s)

Signed before me this _____ day of _____ 20 _____

Notary Public
My commission expires _____

Reply Reply All Forward

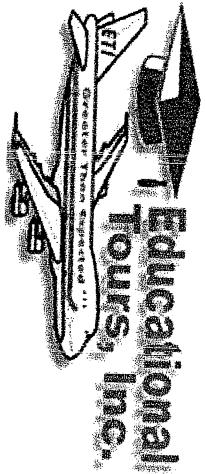
Monroe HS Choir - FINAL Revised New York City REVISED Proposal

Tracey Schenk [Tracey@tours-eti.com]

To: Catheryn Windelborn

Attachments: 1 Monroe Itinerary.docx (43 KB) [Open as Web Page]

Thursday, July 30, 2015 1:06 PM



Good Afternoon Cate, ☺

Per your request, we have customized a trip for your 2016 Choir to **NEW YORK CITY**. I have attached the itinerary for your review.

Your approximate trip pricing is based on 50 students, 25 paying adults, and 1 FREE (single) Director trips for a total of **76 passengers**. There is ONE (1) complimentary trip included (75 paying and 1 FREE). Passengers can choose the type of room they prefer and pay accordingly. Your approximate trip prices are as follows:

- QUAD - \$965
- TRIPLE -- \$1,023
- DOUBLE -- \$1,115
- SINGLE - \$1,391

BROADWAY THEATER: There is \$180.00pp included for 2 Broadway shows. We will adjust the amount based on actual ticket prices.

ONLINE BILLING INCLUDED: Educational Tours Inc. will manage all the accounting for you. Passengers will pay us directly either through our website using credit cards or mail checks to our office. Since all funds are NON-REFUNDABLE using our online individual billing system, we have included C/FAR (Cancel For Any Reason) insurance with your package to protect you and your passengers from unexpected cancellations covered by this plan. All insurance information will be available for distribution.

As discussed, we have reserved Lakefront Lines and the Hampton Inn & Suites Riverwalk, Newark:
<http://www.hamptoninandsuitesnewark.com/>

8/17/15

**MONROE HIGH SCHOOL CHOIR, MONROE, MI
TRIP TO NEW YORK CITY – April 27 – May 1, 2016
TRIP #16-03021**

Wednesday, April 27, 2016

- 5:00 AM: Two motorcoaches arrive at Monroe High School for loading. **On departure, please call our 24-hour (1-800-654-4560 then “0”) service to let us know your departure time.**
- 6:00 AM: Depart from Monroe High School on first class, air-conditioned, DVD equipped MOTORCOACHES . (9.5 hours have been allotted for the drive, plus 2.5 hours for rest stops/meals on your own enroute)

Two hours from arrival, please call your tour manager or our 24-hour (1-800-654-4560 then “0”) service to tell your arrival time.

- 6:00 PM: Arrive in New Jersey; meet your TOUR MANAGER at the HOTEL and check-in
- Enjoy a PIZZA PARTY and the amenities
- PRIVATE NIGHT TIME HOTEL SECURITY

Thursday, April 28, 2016

- 7:00 AM: BREAKFAST at the hotel
- 8:00 AM: Depart for Liberty Park
- 9:00 AM: Arrive in **Liberty Park** and board your RESERVED TIMED FERRY for **Ellis Island** – The nation's main point of entry for millions of immigrants from 1892-1924. The **Ellis Island Immigration Museum** holds exhibits, which chronicle the history of the island and the processing station.

After your visit, re-board the FERRY for **Liberty Island**. Enjoy your MONUMENT ACCESS PASS- Visit the lobby where visitors can see the original torch, the Statue of Liberty Exhibit, then proceed to the promenade area for an up close view of the **Statue of Liberty** and a spectacular view of New York Harbor. Visitors can then take an elevator to the ten-story pedestal observatory. **Further ascent for Crown Access not available to groups** (monument access subject to availability at booking, students must remain with chaperones for pedestal access)

Lunch on your own at one of the islands' cafeterias

PERFORMANCE OPPORTUNITY (weather permitting)

- 2:15 PM: Walk to the museum
- 2:30 PM: Arrive at the 9/11 MEMORIAL MUSEUM- This memorial museum tells the individual stories of the 2,977 people killed in the 9/11 terrorist attacks at the World Trade Center, the Pentagon, and on Flight 93, as well as the six people who perished in the February 26, 1993 World Trade Center bombing. The historical exhibition presents the story of those attacks and particularly, the events as they unfolded on and after 9/11. **(subject to availability, limited number of passes available per day)**

For more information on Travel Insurance

see our website www.tours-eti.com

8/17/15

Time permitting, visit the **9/11 Memorial**- Experience a moving tribute of remembrance and honor to the victims of 9/11 in this beautiful open air plaza.

- 4:30 PM: Depart for dinner
- 5:00 PM: Arrive for DINNER at JING FONG
- 6:30 PM: Depart for Top of the Rock.
- 7:15 PM: Arrive at the TOP OF THE ROCK – An experience in history and scenery that culminates with the best views of New York City from the three-tiered **Observation Deck** at the summit of 30 Rockefeller Plaza.
- 8:45 PM: Depart for the hotel

PRIVATE NIGHT TIME HOTEL SECURITY

Friday, April 29, 2016

- 6:30 AM: BREAKFAST at the hotel
- 7:30 AM: Depart for Manhattan
- 8:30 AM: Arrive at **NBC Studios** – Observe the television industry at work from outside the studios and *perhaps* be a part of the “**Today**” show.
- 9:45 AM: Afterwards, explore **Fifth Avenue** – Shop or browse through some of the art galleries and bookstores. Lunch on your own.

Also view **St. Patrick's Cathedral** – One of the largest churches in the U.S. Twin spires 300-feet-high grace the 13th Century Gothic-style structure

Lunch on your own
- 11:45 AM: Walk to the museum
- 12:00 PM: Arrive at MADAME TUSSAUDS WAX MUSEUM –The New York version of the famous London museum takes on “the face of the place” presenting New York's most famous and infamous personalities
- 1:30 PM: Depart for your workshop
- 2:00 PM: Arrive and participate in a BROADWAY CLASSROOM SONG & MOVEMENT WORKSHOP – Designed to enrich your theatrical experience.
- 3:30 PM: Depart for Times Square
- 4:00 PM: Arrive at **Times Square** – The heart of the Theater District; where New Yorkers celebrate New Year's Eve. View the skyscrapers and glittering marquees.
- 5:45 PM: Meet for DINNER at PLANET HOLLYWOOD

*For more information on Travel Insurance
see our website www.tours-eti.com*

8/17/15

- 7:15 PM: Walk to the theater
- 7:30 PM: Arrive at the Theatre
- 8:00 PM: Enjoy a BROADWAY SHOW (subject to 2016 schedule)
- 10:45 PM: After the show, depart for the hotel

PRIVATE NIGHT TIME HOTEL SECURITY

Saturday, April 30, 2016

- 8:30 AM: BREAKFAST at the hotel and check-out
- 9:30 AM: Depart for the performance
- 10:30 AM: Arrive at the **Cathedral Church of St. John the Divine**
PERFORMANCE OPPORTUNITY
- 11:30 AM: Depart for Central Park
- 12:00 PM: Explore **Central Park** – Explore some of the wooded and landscaped grounds. Lunch on your own (*weather permitting, backup location would be Grand Central Terminal*)
- 2:30 PM: Meet at the METROPOLITAN MUSEUM OF ART – Famous throughout the world, the Met's permanent exhibitions include collections of Greek, Roman, Egyptian, European, and pre-20th century art.
- 5:00 PM: Depart for dinner
- 5:45 PM: Arrive for DINNER at ELLEN'S STARDUST DINER- This retro 1950s theme diner is filled with nostalgic memorabilia, singing wait staff and some of the best Diner food in the country. So, sit back and relax as you enjoy the future stars of stage and screen.
- 7:15 PM: Depart for the Theatre
- 7:30 PM: Arrive at the Theater
- 8:00 PM: Enjoy a BROADWAY SHOW (subject to 2016 schedule)
- 11:00 PM: After the show, walk to Duffy Square (in Times Square)
- 11:15 PM: Meet for your GROUP PHOTO
- 11:45 PM: Depart for home. (*9.5 hours have been allotted for the drive, plus 1.5 hours for rest stops/breakfast on your own enroute*)

If time and proximity permits, final itinerary may reflect returning the Tour Manager(s) to the Hotel before departing for home.

*For more information on Travel Insurance
see our website www.tours-eti.com*

8/17/15

Sunday, May 1, 2016

Two hours away from home, please call our 24-hour (1-800-654-4560 then "0") service; give the name of your school and expected arrival time. Your telephone tree captain can call in and be advised of that arrival time.

10:45 AM: Arrive at Monroe High School

IN CASE OF EMERGENCY OR TO LEAVE A MESSAGE, PLEASE CALL 1-800-654-4560. PLEASE LEAVE ALL PERTINENT INFORMATION INCLUDING NAMES AND PHONE NUMBERS

8/17/15

TRIP FEATURES
MONROE HIGH SCHOOL CHOIR
TRIP TO NEW YORK CITY – April 27 – May 1, 2016
TRIP #16-03021

THE TOUR INCLUDES:

- * Round trip transportation on first class, air-conditioned, DVD equipped motorcoaches
- * First class accommodations for three nights in the New Jersey area
- * Three breakfasts and four dinners
- * Ferry / Ellis Island / Liberty Island / Statue of Liberty
- * 9-11 Museum & Memorial / Top of the Rock
- * Today Show / Madame Tussaud's Wax Museum
- * Fifth Avenue / St. Patrick's Cathedral
- * Broadway Classroom Workshop / Times Square / Group Photo
- * Two Broadway Shows / Metropolitan Museum of Art / Central Park
- * Private night time hotel security
- * Group Travel Videos Package for each student and director(s)
- * Cancel for any Reason (CFAR) travel insurance is included and follows Educational Tours, Inc's cancellation policy.
- * Individual Payment Processing and Handling Included
- * All trip planning and arrangements
- * Member of the Student Youth Travel Association
- * Services of our company tour manager for your entire stay in the New York/New Jersey area
- * \$3,000,000 Liability Insurance / SYTA Consumer Protection Plan Coverage
- * All gratuities and fuel surcharges included
- * Based on tariffs in effect 7/30/15 and subject to availability at time of booking
- * Health and accident insurance coverage, including medical evacuation, up to \$2,500 per person included for all participants
- * 1-800-654-4560 Emergency phone service, answered 24 hours, provided for your peace of mind while the trip is in progress

*For more information on Travel Insurance
see our website www.tours-eti.com*

ADJOURNMENT

RECOMMENDATION

Move to adjourn the August 25, 2015, Board Meeting #15.

HAND VOTE

MOTION: _____ SUPPORT: _____ ACTION: _____

TIME: _____